



## SAN FRANCISCO FOOD BANK

### **Director of Development The San Francisco Food Bank**

#### Organizational Overview

The San Francisco Food Bank was founded in the early 1980s to collect donated food and distribute it to programs that feed the very poor. It has become San Francisco's leading organization devoted to ending hunger and has set state and national standards for success.

After building a new food distribution center in 1997 and subsequently creating a network of over 200 neighborhood pantries, the San Francisco Food Bank distributes more food to its people in poverty than any food bank in the nation. We have also led the sector in distributing nutritious food. A decade ago we began soliciting donations of fresh produce directly from growers and packers and creating a year - round supply of fruits and vegetables for our clients. After expanding produce sourcing and distribution to other food banks in the San Francisco Bay Area, the program was renamed Farm to Family and placed with the California Association of Food Banks for the benefit of all food banks in California and the western United States. The program was featured in the [NY Times Magazine](#) in October.

Because of our strong performance and innovations like these, we have asked our donor base for an exceptional level of support. That support has fueled our growth and allowed us to undertake new programs that have provided unparalleled benefit for those we serve.

We are a member of Feeding America, the nation's food bank network. Through that affiliation we maintain standards that are recognized nationally. We connect with national donors of food and money and act together to affect national policies that help our clients. We are currently working with Feeding America on a national campaign targeting donors who are able to give \$1 million + toward a joint campaign benefiting national and local priorities.

The San Francisco Food Bank is a leading advocate for better government programs to benefit those we serve. We work locally for better access to school meals, food stamps and other food programs. We advocate at the state and national level to streamline programs and cut red-tape that prevents and discourages clients from receiving benefits for which they qualify. We seek to measure the impact of hunger through surveys and studies.

We act as a voice for those who seek assistance to feed themselves and their families. Through the media we speak out on issues of poverty and hunger to raise awareness and create action that supports both public and private efforts to combat hunger.

**The San Francisco Food Bank is seeking a Director of Development to strategically lead the organization's fund development department to meet its current goal of \$8mm in annual support of our \$10mm budget.**

### Function and Responsibility

**Supervises: Associate Director of Development, Associate Director of Grants, Senior Major Gifts Officer, and Marketing Manager**

**Reports to: Executive Director**

**PURPOSE OF POSITION:** The Director of Development oversees, manages, and directs all individual, corporate, foundation and special project fundraising activities for the Food Bank. S/he leads the twelve person development team to meet the revenue needs of the organization.

### **DUTIES AND RESPONSIBILITIES**

#### **Fundraising**

- 1) Lead and oversee the Food Bank's development efforts to raise funds that meet the annual operating budget.
- 2) Ensure that all fundraising campaigns are well-organized, well-executed and lay the foundation for future increases in community funding.
- 3) Lead and participate in the identification, cultivation and solicitation of major donors and planned gift donors in order to grow, strengthen and nurture the San Francisco Food Bank's donor base.
- 4) Involve the Executive Director, board members and other Food Bank staff in the above fundraising activities, as appropriate.
- 5) Manage the writing, production and mailing of fundraising mail campaigns to current donors and potential donors and the purchase of mailing lists of potential donors for acquisition mailings.
- 6) Oversee the maintenance and expansion of the Food Bank's website and e-appeals and social network sites to achieve fundraising objectives and goals through online giving.
- 7) Collaborate with Feeding America on major donor cultivation and solicitation activities.
- 8) Oversee the management of the donor database and the prompt, accurate acknowledgement and recognition of donor contributions and food drive donations.
- 9) Establish and oversee development gift policies, systems and procedures with a special emphasis on ethical standards for soliciting and reporting.

10) Keep up with trends in the philanthropic field to keep the Food Bank on the leading edge of acquiring donor support in the future.

11) Staff and provide leadership to the Board of Director's Development Committee.

### **Public Awareness**

- 1) Oversee public outreach activities, including advertising and media campaigns, related to raising funds or promoting awareness about the Food Bank and its impact on ending hunger.
- 2) Make public presentations and appeals to prospective corporate, foundation, individual and congregation funders.
- 3) Represent the Food Bank at community functions as appropriate.

### **Organizational Support**

- 1) Develop and manage the annual fundraising budget and work plan, tracking and reporting results to the management team and the board.
- 2) Support future growth efforts of the organization by participating in strategic planning activities and providing fundraising campaign analysis to the management team and the board.
- 3) Participate on the senior management team to provide leadership and direction for the Food Bank's programs and operations.
- 4) Work with the Executive Director and members of the senior staff to secure in-kind donations and *pro bono* services as needed.

### **Staff Management**

- 1) Follow and ensure adherence to sound hiring, training, management, and disciplinary practices of development staff.
- 2) Provide strong professional development support for the fundraising team.
- 3) Maintain a strong team spirit within the office.

### **QUALIFICATIONS and EXPERIENCE**

- 1) Bachelor's degree required. Advanced degree and/or post-graduate training in fundraising preferred.

- 2) An organized and strategic approach to fundraising with experience in managing, developing and coordinating successful fundraising efforts.
- 3) A minimum of five years experience in fundraising with progressive experience in multifaceted development work.
- 4) Demonstrated success in major gift cultivation, solicitation and stewardship, direct response, grant-writing, foundation, government and corporate funding.
- 5) Thorough understanding of all components of a diversified funding base including developing and managing budgets and knowledge of the most up-to-date donor tracking systems and tools.
- 6) Proven abilities in donor development, strong nonprofit fundraising skills and a record of setting and meeting fundraising goals.
- 7) A track record as an effective communicator who is articulate and persuasive in written and verbal communications; adept at crafting proposals, donor correspondence and other kinds of materials and making presentations to a variety of audiences.
- 8) Demonstrated ability to think strategically and a thorough understanding of strategic development and partnership-building.
- 9) Demonstrated commitment to accountability, measuring outcomes and results-oriented culture.
- 10) Proven ability to create and maintain a collegial and positive work environment with high morale, professional standards and productivity.
- 11) Ability to work and interact well with individuals from a variety of socioeconomic backgrounds in a culturally diverse environment.
- 12) Ability to work under pressure and adapt easily.
- 13) Sound judgment, professionalism and a positive attitude.

#### PERSONAL CHARACTERISTICS

- Someone committed to and enthusiastic about the mission and vision of The San Francisco Food Bank;
- A strategist who is adept at planning, prioritizing, organizing and following through;
- A superior communicator;
- Outgoing, straightforward, creative, and self-motivated;
- A facilitator, collaborator, and coordinator with outstanding leadership abilities and interpersonal skills;
- An individual with credibility, good judgment, honesty, integrity, trust, and the ability to motivate others in a similar vein;

- One who shares information readily, listens as well as gives advice and respects the abilities of others;
- Team-focused, must enjoy and be successful at working on teams and able to roll up one's sleeves and make things happen as an individual;
- A person who presents a high degree of maturity, sophistication, self-confidence, and flexibility.

The San Francisco Food Bank offers a competitive salary and generous benefits. To apply for this position please send a cover letter detailing your interest and your track record as a development professional along with a resume to:

Director of Development Search  
San Francisco Food Bank  
900 Pennsylvania Avenue  
San Francisco, CA 94107  
Fax: 415-282-1909  
Email: [dod@sffb.org](mailto:dod@sffb.org)

***The San Francisco Food Bank is an Equal Opportunity Employer.***