



## Job Posting

**Job Title:** Director of Mission Advancement  
**Department:** External Affairs  
**Coordinates with:** CEO, Finance  
**FLSA Status:** Exempt, Full-time  
**Salary:** Competitive, based on experience

### SUMMARY:

Lead United Food Bank team to develop annual fundraising plan. Drive innovation that advances the mission of United Food Bank by engaging existing donors as well as developing new supporters and funding streams. Identify and lead coordinated activities that will engage people and raise funds in support of the mission of the organization. This role will coordinate individual and foundation fundraising for United Food Bank. Other duties may be assigned by the President and CEO.

This is a salary position, with full medical benefits and 401k.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

- Develop an annual fundraising plan that includes all grants and funding applications, major donor engagement, individual fundraising, planned giving, and fundraising events.
- Coordinate the submission of grants and funding applications from Corporations, Foundations, Social Organizations, etc. work with external grant resources to identify, prepare and submit grant applications. Responsible for tracking/reporting once received.
- Cultivate individuals who can give gifts of more than \$1,000 or more each year by developing a plan to engage, cultivate and thank existing and potential major donors.
- Grow individual donor base by engaging the next generation of United Food Bank supporters. This may be done through innovative events, volunteerism, social media, and food drives.
- Identify those United Food Bank donors interested in learning more about planned giving through their estate.
- Create and plan targeted events that appeal to the donating public that will also engage them beyond the transaction of the event to become long-term supporters to United Food Bank.
- Utilize our donor database to manage information about United Food Bank supporters in order to appropriately thank, recognize, cultivate, engage and communicate with donors effectively.

- Develop and implement effective policies and procedures as needed that reflect effective and ethical fundraising practices that honor the donor and their gift with excellent stewardship, accountability and transparency. Review policies and procedures at least annually.

### **Qualifications:**

- Bachelor's degree (B. A.) and five years of fundraising experience at a nonprofit organization or any combination of education, training and experience necessary to perform the job duties.
- Strong leadership skills, to include delegation, strategic management, managing conflict, coaching/counseling, mentoring, etc.
- Ability to multi-task, lead teams, stay on schedule and have effective time management skills.
- Demonstrated experience, knowledge and proficiency in mobile and desktop computing applications.
- Experience at building and maintaining relationships.
- Excellent verbal and written communication skills and the ability to communicate effectively with people of diverse backgrounds, socio-economic levels and staffing levels.
- Exhibits qualities of maturity, good judgment and tact.
- Ability to effectively analyze and resolve routine and complex problems.
- Ability to work in a team management environment.
- Adept at handling multiple tasks and concurrent projects.
- Possession of a valid Arizona driver's license, current auto insurance and reliable transportation.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.