

Ozarks Food Harvest Job Description

Job Title: Development Manager
Classification: Non-Exempt
Department: Development & Communication
Reports to: Director of Development

Purpose

At Ozarks Food Harvest, we're passionate about making a difference in the lives of others – especially those who are food insecure. We believe everyone deserves enough to eat so they can lead a full and healthy life. All members of our team are proud of their work because we know we are making a real impact. Our mission has helped us build strong careers and a culture dedicated to working smart and efficiently. We are a member of the Feeding America network, which is the nation's largest domestic hunger-relief organization.

The Development Manager is responsible for planning, implementing and evaluating a comprehensive annual fund program designed to raise support for Ozarks Food Harvest. They will also oversee donor stewardship and record integrity to support an effective, broad-based fundraising environment.

Fundraising Strategy

- Develop strategies and tactics to move prospects and supporters along the giving continuum. Efforts will further corporate relationships, expand individual donor base and increase fundraising revenue through programs, including corporate sponsorships and employee giving, Harvest Circle for monthly sustainers, mid-level giving, Donor Advised Funds, event support, direct mail, strategic stewardship and maintenance of donor database integrity.
- Collaborate with the Development and Communication team on all areas of fundraising including direct mail, digital and traditional fundraising and messaging. Collaborate closely with the Marketing and Events Manager to secure sponsorships for events and annual campaigns.
- Personally manage a portfolio of corporate and mid-level donors to foster deep and productive relationships. Assist with direct mail appeals to increased mid-level giving. Work closely with Director of Development and CEO to identify prospects and steward donors.
- Provide oversight, set goals, and ensure timelines and performance metrics are met for various fundraising functions.
- Assist donors with Donor Advised Funds (DAFs) and Qualified Charitable Distribution (QCDs) programs and educate supporters about tax savings to increase giving.
- Oversee the strategy and implementation of the monthly sustainer program, Harvest Circle. Set goals for program growth and evaluate donor segments for expansion of membership. Ensure effective solicitation, welcome, maintenance, upgrade and communication with members.
- In collaboration with the Development Director, develop an annual stewardship plan. Recognize donors by identifying milestones, coordinating appreciation mailings and making stewardship phone calls. Collaborate closely with communication team to create written communications with donors, including thank you letters and proposals.
- Prepare reports to measure and track fundraising activities for newsletters, annual reports, board meetings and First Monday Memo. Share findings with team to set goals, celebrate successes and identify areas to strengthen.

Management

- Develop, motivate, and supervise a team of coordinators and support specialists.
- In partnership with the Development Coordinator, oversee a workplace giving program to increase payroll deduction gifts and employee engagement. Track and promote corporate giving programs to leverage matching funds through employee gifts and volunteerism.
- Directly supervise Development Coordinator & Data Entry Specialists. Ensure team is implementing effective work plans, procedures, and strategies that create an environment that allows for personalized messaging to donors and a giving experience that inspires repeat contributions and high donor retention rates.
- Work closely with Development team to establish donation coding guidelines to align with Feeding America's reporting needs. Oversee donation processing to ensure accurate coding, conduct audits quarterly, annually and as needed.
- Supervise processing of ACH and direct deposit donations including Feeding America, MightyCause, Facebook, DipJar, Square, BetterWorld and 10+ employee giving platforms.
- Represent Ozarks Food Harvest at community events, speaking engagements and facility tours; may include evening and weekends.

Skills, Education & Experience

- Fundraising, sales or extensive customer service experience
- Two or four-year degree preferred
- Experience and comfort with public speaking
- Excellent verbal and written communication skills
- Data entry and database maintenance experience preferred
- Must be self-driven and able to work independently with minimal supervision
- Must be detail-orientated with a strong sense of accuracy
- Highly organized with the ability to handle multiple priorities and fast paced deadlines
- Maintain a level of professionalism, accuracy and confidentiality at all times
- Proficiency with Microsoft Excel, Word and PowerPoint required

To apply, please email cover letter and resume to ofhjobs@ozarksfoodharvest.org. No phone calls, please.

This job description does not list all the potential duties of the job and Ozarks Food Harvest has the right to revise this job description at any time.