



POSITION: Associate Director of Development
REPORTS TO: Chief Development Officer
STATUS: Exempt/Full-time

Join one of the largest and most respected nonprofit organizations in Southwest Florida; selected the 2021 Nonprofit of the Year by the Sarasota Chamber of Commerce and acknowledged nationally as an industry thought leader.

All Faiths Food Bank works not only to fight hunger today but also strives to end hunger - forever - by helping families and individuals gain long-term food security, enjoy better health outcomes, and achieve self-sufficiency.

As a local resident, you will enjoy a high quality of life, low taxes, world-class beaches, outdoor activities, and resorts and an area rich in arts, culture and professional sports teams

The Associate Director of Philanthropy is part of the Development Department and an active participant in a professional team devoted to securing significant gifts to further the mission of All Faiths Food Bank. The primary objective of the position is to cultivate and steward a portfolio of \$5,000+ major donors and prospects to deeper engagement and increased giving. The ideal candidate is a self-starter, grounded in major gift best practices and is a strategic, creative, collaborative team member who will display passion and optimism for the work, provide inspiration and exemplify AFFB core values.

Major responsibilities include:

- Manage a portfolio of major gift donors and prospects capable of making gifts of \$5,000 and above focusing on incremental growth and new gifts.
- Create comprehensive annual donor proposals including general and program support that focus on the needs of the organization, tailored to the specific interests and capacity of donors.
- Through strategic donor conversations engage donors to join the Ending Hunger Society, AFFB's legacy program.
- Collaborate with the Development and Program Teams to strategically develop and implement a donor stewardship plan which employs innovative methods to retain and steward donors and ensure each donor's experience is high quality, consistent and meaningful while communicating the impact of their support.
- Motivate and work with donors to host intimate donor salons with the intent to identify donor prospects.

- Create involvement opportunities for donors, such as tours, site visits, volunteer opportunities and special events.
- Work independently to organize and schedule appointments to ensure that targets for number of communications, personal visits, personal contacts and gift asks are met each month.
- Track all interactions with donors and prospects in DonorPerfect donor management software.

OTHER RESPONSIBILITIES

- Represent All Faiths Food Bank at designated functions.
- Present and speak on behalf of All Faiths Food Bank as needed
- Participate in internal training opportunities as well as external conferences and seminars to enhance professional development.
- Organize small donor gatherings when appropriate.
- Other duties as assigned.

Requirements:

- Bachelor's degree with a minimum of five years fundraising experience with at least one year working with \$5,000 plus donors.
- Demonstrated success in building and managing relationships, cultivating, soliciting and stewarding donors.
- Proficient computer skills (Microsoft Office, DonorPerfect or other donor management software).
- Excellent presentation, verbal and written communication skills including networking and public speaking.
- Proven ability to manage multiple and varied tasks and projects .
- Goal and results motivated
- Superb organizational skills
- Detail- oriented
- Committed to serving vulnerable populations and ending hunger in the community served by AFFB.
- Acceptance of and commitment to All Faiths Food Bank's values, vision and mission.

Benefits and Work/Life Balance Highlights:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Short - and long-term disability insurance
- Paid time off
- Flexible schedule

- 401(k) plan
- 401(k) matching
- Tuition reimbursement
- Wellness reimbursement
- Professional development assistance
- Employee assistance program
- Early office closure on Fridays!

All Faiths Food Bank is an Equal Opportunity Employer and fully committed to attracting and retaining diverse talent in order to better reflect the wide variety of experiences and views of the many different stakeholders with whom we are connected. We will invest in actively recruiting, engaging and fostering a diverse workforce and providing a work environment that promotes equity and inclusion.

We commit to providing policies, systems and a culture where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected and supported. Management retains the right to add or change the duties of this position at any time.

**For the safety of our employees and the people we serve, proof of COVID-19 vaccination is required.

**All staff and volunteers are required to comply with COVID protocols in place at any given time.

To learn more about All Faiths, please go to our website: <https://allfaithsfoodbank.org/>