



January 5, 2021

First Fruits Farm Director of Development

Background:

First Fruits Farm (FFF) is a non-profit Christian ministry dedicated to providing fresh, nutritious food for the hungry through volunteer service and community partnerships. Our vision is to cultivate the sustainable miracle of food to meet each person's hunger for nourishment, service and inspiration. For the last twenty years, FFF has produced millions of pounds of produce for hungry Marylanders, Pennsylvanians, and other mid-Atlantic residents. The phrase 'First Fruits' is a biblical reference that encourages sharing the highest quality foods one has to offer their community. In terms of guiding principles, FFF exists to advance the Kingdom of God on earth by:

- Growing and giving food to those in need, in Jesus' name
- Bringing together volunteers from diverse backgrounds to share a time of serving and blessing others
- Providing a fellowship opportunity for people of all races, socio-economic classes, and religious affiliations in a natural setting that demonstrates God's grace and the love of Christ
- Offering a regular opportunity for Christian servant leadership

Job Description:

FFF is seeking a full-time Director of Development to become a valued member of FFF's leadership team. The Director of Development is responsible for all aspects of FFF's fundraising operations ensuring all advancement efforts align with FFF's mission, values, and strategic plan. In particular, the Director of Development is responsible for reaching the short-term and long-term fundraising goals as determined by the CEO and Board. The Director of Development will report directly to the CEO.

Primary Duties:

- Oversee the planning, implementation, and execution of FFF's fundraising initiatives to advance FFF's strategic plan. These fundraising areas include, but are not limited to, annual giving, major gifts, special appeals, special events, government, corporate and foundation relations, grant writing, planned giving, capital campaigns, donor stewardship, donor research, data organization, and messaging/branding
- Assure optimum utilization of human and financial resources available for fundraising operations
- Identify, cultivate, ask, and steward prospective donors with a personal portfolio of 50-100



- prospective donors
- Manage the prospect portfolios of the CEO, board chair, Foundation board, and philanthropy team. Meet regularly to facilitate cultivation and management of prospective donors
 - Design and oversee gift acceptance policies and procedures in accordance with fundraising best practices
 - Support FFF's CEO and Foundation Chair via regular, timely reporting of department activities and outcomes
 - Represent FFF at various civic and business organizations, tapping relationships as appropriate for prospective donors, volunteers and board members
 - Provide counsel to staff and management in all fundraising matters
 - Provide leadership and guidance to volunteers for all philanthropy and development initiatives
 - Develop and execute departmental goals, plans and strategies
 - Actively engage in the development of the department staff's professional skills and competencies
 - Work with the CEO to build relationships with public and government leadership
 - As it relates to fundraising, oversee public and media relations, marketing and communications
 - Perform other duties as assigned by the CEO

Qualifications:

- Exhibit the core values and faith of FFF
- Bachelor's Degree; Masters preferred
- 10 years of comprehensive fundraising experience with demonstrated success in meeting and exceeding fundraising goals
- 5 years of leadership/management experience (nonprofit sector preferred)
- Experience in directly soliciting and closing five-, six- and seven-figure gifts
- Active membership in community, civic, and business organizations
- Excellent experience and skills in public speaking and presentation
- Proficiency with MS Office Suite (Word, Excel, PowerPoint)
- Capacity to travel, as required
- Outstanding personal skills

Interested candidates may apply by submitting the following materials to jobs@firstfruitsfarm.org:

- Cover letter presenting interest in and qualifications for the position
- Current resume
- Names and contact information of three references
- Salary requirements

Salary Range: \$80,000-\$100,000