



Job Title: Development Manager, Matthew's Crossing Food Bank

Job Type: Full- time, exempt

Compensation: \$50,000 to \$65,000 annual salary

About Us:

Matthew's Crossing Food Bank's mission is to provide food to our neighbors in need, as we engage with our community in feeding the hungry. We have been serving our neighbors in need since 2001. The food bank is in Chandler; however, we provide food assistance across the East Valley, including Mesa, Tempe, Gilbert, and Chandler. Among our eight hunger relief programs are the weekly delivery of Meals to Grow Weekend Backpacks and the daily distribution of Emergency Food Boxes.

Job Summary:

The Development Manager leads all fundraising efforts and donor relationship initiatives to ensure the organization's financial stability and ability to grow our mission. This individual serves as the primary strategist and executor for individual giving, major gifts, grants, corporate giving, special events, and capital campaigns.

Key Responsibilities:

- Primarily responsible for the identification, cultivation, solicitation, and stewardship of all donors.
- Designs and implements both annual and multi-year strategic giving plans with the goal of program growth resulting in increased and consistent funding.
- Fosters a culture of philanthropy within the Matthew's Crossing community.





- Leads the development and execution of a comprehensive marketing and branding plan that ensures consistent messaging across all physical and digital touchpoints. This includes marketing collateral for fundraising campaigns, donor emails, and special events.
- Plans and coordinates the implementation of strategies, including community building events, to strengthen donor relationships and contributions to support the food bank's mission.
- Maintains donor database and implements appropriate systems for gift processing and recognition.
- Continue to build and direct corporate matching program to maximize individual gifts.
- Research, writes, submits and supervises grant requests.
- Creates monthly and annual donor impact reports for Executive Director and board review.
- Maintains accountability and compliance standards for donors and funding sources.
- Coordinates events and activities with all organizations that provide financial support to the food bank.
- Works with other organizations as needed to promote the food bank's mission in the community.

This position reports to the Executive Director and serves as a part of the executive team. The Development Manager works with the organization's accountant, administrative staff, program staff, board members, and volunteers. The Development Manager also collaborates with, manages, and directs the grant writing team, marketing team, Social Media and Website Coordinator, and Development Coordinator. Within four months of the new Manager's hiring, the Development Manager and Executive Director will be responsible for hiring a Development Coordinator.

Performance Expectations:

As a member of the executive team, the Development Manager helps set the direction that ensures the fiscal health of the food bank. The individual is expected to have



fundraising experience and a strong organizational skillset. The Manager must also possess strong communication and presentation skills to grow, strengthen, and sustain donor support.

The individual is expected to:

- Translate broad goals into achievable steps. Help set and manage appropriate expectations.
- Handle detailed, complex concepts and problems and make rapid decisions regarding management and development issues.
- Plan and implement programs.
- Establish strong and appropriate relationships with the Executive Director, Board members, staff, volunteers and the general community.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Adhere to the highest ethical standards in management, governance, and fund development.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Represent the organization and present the work of the organization at donor events and public engagements.
- Demonstrate commitment to continued professional growth and development.

Work Schedule:

Work is done primarily in the office during regular business hours. Remote work is acceptable in some cases. The Manager must have a flexible work schedule that allows them to work on the weekends and in the evenings when necessary. This includes board meetings, donor solicitations, fundraising, networking, and other events.



Qualifications:

- Bachelor's degree is preferred.
- Experience in non-profit development and fundraising is required.
- Proficiency with CRM platforms, Microsoft Office Suite, Google Workspace, and Adobe.

Comprehensive management skills and experience are required including but not limited to short and long-term planning, evaluation, directing and motivating staff, oral and written communication skills, marketing and financial management, values clarification, organizational behavior and development, and governance. The position requires demonstrated experience in managing and implementing a comprehensive fund development program and producing charitable contributions.

How to apply:

Please submit a cover letter and current resume with references to miked@matthewscrossing.org.

You will be contacted if your resume is selected for an interview.

