

VP/Chief Development Officer

May 2026



**NORTHWEST
ARKANSAS
FOOD BANK**



PARTNER OF
**FEEDING
AMERICA**

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ABOUT THE NWAFOB

The Northwest Arkansas Food Bank is one of six food banks in the state of Arkansas that are a part of the Feeding America network. Located in an 82,000 square foot facility that opened in June 2024 in Lowell, Arkansas, we serve the four counties of Benton, Carroll, Madison, and Washington in the northwest part of the state. Our facility was built with growth in mind. In 2025 we distributed over 14.4 million pounds of food and provided over 12 million meals to our neighbors in need. There are approximately 37 people moving into the region each day, according to local Chamber of Commerce statistics, and many of those will need our help to provide food for their tables. We anticipate our distribution numbers to only increase, and we are positioning ourselves for that population and need growth.

OUR MISSION AND VISION

Our mission is to nourish Northwest Arkansas communities by feeding hungry people.

Our vision is to be the leader in hunger relief by building partnerships with other hunger relief organizations.

OUR STRATEGIC PLAN

Our 2030 Strategic Plan outlines our path to meet the rising need for food among our neighbors and deepen our impact across the four counties we serve. Grounded in our mission of feeding hungry people, this plan identifies six strategic pillars that guide our work. Each pillar includes targeted, measurable goals informed by data, community input, and industry best practices, including emerging tools and technology, to ensure we grow responsibly, stay mission-focused, and remain rooted in the needs and voices of our community.

Pillar 1: Expand and Strengthen Strategic Partnerships

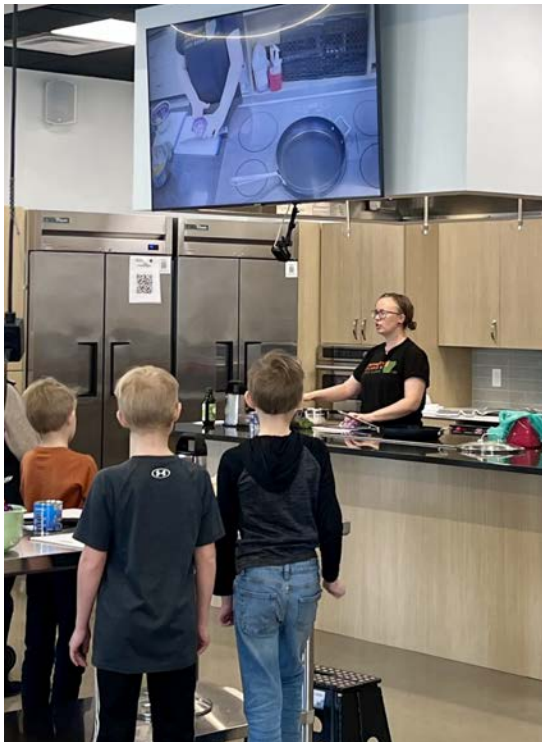
Pillar 2: Maximize Food Distribution and Access

Pillar 3: Build and Empower a Mission-Driven Team

Pillar 4: Grow Philanthropic Investment and Financial Resilience

Pillar 5: Leverage Our New Home for Greater Impact

Pillar 6: Educate, Engage, and Evolve



JOB DESCRIPTION

JOB TITLE:	VP/Chief Development Officer
DEPARTMENT:	Development
FLSA STATUS:	Exempt
DATE:	May 2026
SAFETY SENSITIVE:	No
REPORTS TO:	President/CEO
SALARY RANGE:	\$115,000 to \$130,000

JOB SUMMARY

The VP/Chief Development Officer (CDO) drives strategic growth initiatives to advance the mission of the Northwest Arkansas Food Bank. This executive role focuses on developing and executing comprehensive long-term strategies to enhance fundraising, marketing, and community engagement. The CDO collaborates closely with the CEO, COO and senior leadership team to expand the organization's revenue streams, strengthen market presence, and build relationships with donors, community partners, and stakeholders.

This position serves as a key member of the senior management team, responsible for aligning organizational goals with strategic priorities, fostering innovation, and ensuring sustainable impact in the fight against hunger.



ESSENTIAL DUTIES, FUNCTIONS, AND RESPONSIBILITIES

STRATEGIC LEADERSHIP

- Partner with the President/CEO to develop and implement long-range organizational goals and strategies.
- Act as a strategic advisor to the senior management team, ensuring alignment with the organization's mission and objectives.
- Monitor and analyze market trends, donor behavior, and community needs to inform strategic initiatives.

FUNDRAISING AND DEVELOPMENT

- Lead the development and execution of comprehensive fundraising plans, focusing on diversifying revenue streams.
- Oversee all aspects of fundraising, including major gifts, corporate partnerships, planned giving programs, direct mail campaigns, and grant writing/reporting.
- Cultivate relationships with high-value donors, sponsors, and community partners to secure long-term support.
- Implement systems and tools to track donor engagement, recognition, and retention.
- Ensure compliance with all legal and ethical fundraising standards.

MARKETING AND COMMUNICATIONS

- Direct the development and execution of integrated marketing strategies to enhance visibility and community engagement.
- Oversee traditional media, social media, and direct response marketing efforts to amplify the organization's mission and brand.
- Collaborate with internal teams to produce impactful communication materials, including newsletters, press releases, annual reports, and campaign collateral.
- Act as a spokesperson for the Food Bank at public events, media engagements, and community forums.

TEAM LEADERSHIP

- Provide mentorship and leadership to the development and marketing teams, fostering a culture of accountability, innovation, and excellence.
- Establish clear performance goals, provide ongoing feedback, and support professional development for direct reports.
- Encourage cross-functional collaboration to achieve organizational objectives.

OPERATIONAL EXCELLENCE

- Develop and manage budgets for the fundraising and marketing departments, ensuring resource allocation aligns with strategic goals.
- Identify opportunities to improve processes, systems, and tools to optimize efficiency and impact.

OTHER RESPONSIBILITIES

- Exhibit exemplary attendance and punctuality.
- Comply with company policies and procedures.
- Perform other duties as assigned.



EDUCATION & RELATED EXPERIENCE

- Bachelor's degree in Business Administration, Nonprofit Management, Marketing, or related field required; Master's degree preferred.
- Minimum of 7-10 years of progressive leadership experience in fundraising, marketing, or strategic planning, preferably within a nonprofit organization.
- A valid driver's license and the ability to be covered by the organization's auto insurance is required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Dedication to understanding and supporting the NWAFFB mission, including showing compassion to those experiencing food insecurity.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
- Knowledge of principles and methods for instructing individuals and measuring training effectiveness.
- Strong technical skills in cost accounting, financial reporting, analysis, and cash flow management.
- Proficiency in Microsoft Office Suite, Google Docs, and operations management software.
- A dynamic manager with proven leadership skills and high ethical standards.
- The ability to effectively prioritize and manage multiple assignments while working independently.
- The ability to compile and analyze data, and present information to various audiences.

SUPERVISORY RESPONSIBILITIES AND INTERACTIONS WITH OTHERS

The position will be responsible for managing and supervising multiple NWAFFB team members. Additionally, the role will interact daily with coworkers, customers, vendors, and the general public.

PHYSICAL REQUIREMENTS

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 essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, and see using close- and/or distance-vision, and use their hands to touch, grasp, or type. The employee may occasionally be required to reach with their hands and arms, walk, and lift or move objects up to 50 pounds. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.



WORKING CONDITIONS

Duties are regularly performed in an office setting. The work environment is usually a well-lit, environmentally controlled indoor environment with a low to medium level of noise. This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 5:00 p.m. Work hours may vary depending on operational activities and required duties; evening and weekend work may be required for special events, projects, and campaigns. Travel is an essential function of the role.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined in the job description and other duties, as assigned, may be required. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability, veteran status, genetic information, or any other status protected under applicable local, state, or federal nondiscrimination laws.

This document does not create an employment contract. Employees are employed on an “at-will” basis and may be terminated at any time. Consistent with all federal and state disability laws, Northwest Arkansas Food Bank will provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause a direct threat to this individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation or cause undue hardship to the organization. Northwest Arkansas Food Bank provides equal employment opportunities to all applicants.

NEXT STEPS

To be considered for this opportunity, please send your resume and cover letter to:

Leslie Gonzalez

Human Resources Manager

leslie.gonzalez@nwafoodbank.org

Application Deadline: This posting will remain open until finalists are identified or the position is filled. Applicants are encouraged to apply early.



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