SAN DIEGO HUNGER COALITION JOB DESCRIPTION

Position Title: Development Director
Reports to: President & CEO
Job Status: 40 hours per week; exempt position
Hiring Range: $65,000 to $90,000 (depending on experience)

Founded in 1974, the San Diego Hunger Coalition (SDHC) is a small yet highly influential nonprofit that leads coordinated action to end hunger in San Diego County. SDHC is the chief advocacy organization focused on improving access to and utilization of federal nutrition programs in San Diego County, with a focus on CalFresh (California’s name for SNAP or food stamps), school meals and other child nutrition programs. SDHC partners with nonprofit community-based organizations, schools, government agencies, healthcare providers and other advocacy organizations across the county and state to achieve the following goals:

- Build a more effective and interconnected system of hunger relief programs so that anyone facing hunger can readily get enough healthy food to see them through their time of need.
- Identify and eliminate barriers to CalFresh enrollment so that eligible low-income families and individuals can successfully enroll in the program and purchase more healthy food.
- Ensure all children have year-round access to healthy food in their everyday environments by expanding school meals and other federally-funded child nutrition programs.

The Hunger Coalition amplifies the voice and experience of the children, families and seniors in San Diego County who do not have enough food. We change conversations about hunger and equitable access to healthy food. We drive innovation to make healthy food available to all people through our leadership, research, tailored resources and technical assistance to other organizations, public officials, and school districts. SDHC’s action-oriented team is made up of motivated, skilled colleagues who are determined to end hunger in San Diego. The Hunger Coalition is committed to diversity, equity and inclusion. We value our staff, continued learning, flexibility, and a work/life balance.

Position Description:

San Diego Hunger Coalition is seeking an enthusiastic Development Director who loves people and prides themselves on their ability to create and maintain positive relationships with donors and prospects. The Development Director will manage all development activities and ensure our supporters feel recognized as the vital partners they are in SDHC’s success. The Development Director manages the day-to-day and long-term fundraising activities and monitors the needs of the organization to ensure its sustainability. This is an exciting opportunity for a mid-career development professional who is ready to grow or for a seasoned development professional who enjoys transforming an organization and taking it to new heights.

Responsibilities:

- Develop and steward a portfolio of major gift donors, foundations, corporate supporters, and prospects to achieve an organizational fundraising goal of $1M in partnership with the CEO and key staff.
- Personally solicit and steward donors through face-to-face visits, independently or with assistance from the CEO, board volunteers, and senior staff. **PLEASE NOTE: SDHC Staff are working remotely during the
COVID-19 pandemic. No in-person donor meetings will be required of this position during the pandemic.

- Expand the development program to identify, cultivate, steward, and acknowledge current and prospective individual donors. Create funding proposals and stewardship reports. Work closely with the Operations Manager who tracks and enters donations into Salesforce and prepares acknowledgement letters.
- Create and lead the development strategy to grow a pipeline of major donors. Work with the CEO to develop and implement major giving goals, policies, guidelines, and reporting standards. Help build the Hunger Coalition’s culture of philanthropy by integrating fundraising goals with other strategic organizational initiatives.
- Oversee corporate and foundation grants program. Research local and regional funders, develop effective grant strategies in partnership with CEO and program leads, draft grant proposals and budgets, and prepare post-award grant reports and other needed documentation. The Development Director will not be expected to be our only grant writer.
- Create and coordinate communications strategies with our Communications Director to promote giving opportunities, including relevant written materials, case statements, proposals, information bulletins, and stewardship materials that promote SDHC events and programs. The Communications Director manages social media, newsletters, website, and PR; however, the Development Director supports these efforts with fundraising and donor engagement in mind.
- Partner with the CEO, board members, and key staff to strengthen SDHC’s culture of philanthropy. Provide training and support to board and staff as needed. Facilitate the Board of Directors Development Committee and ad hoc events committees.
- Perform other duties as assigned.

Required Qualifications:

- At least three years of progressively responsible nonprofit fundraising experience with a successful track record in donor cultivation and stewardship, major gifts solicitation, and donor relations. Must have experience with event planning and management (both in-person and virtual events a plus).
- Superb writing skills, including donor communications, foundation grants and reports.
- Ability to translate complex strategies and community impact into relatable and heartwarming communications.
- Capability to personally build, develop, and retain strong, positive relationships with major donors, funders, board members, community leaders, volunteers, colleagues, and other stakeholders. Ability to interface effectively with people at all levels of the organization.
- Curious and willing to stay up on development best practices and invest in professional development to bring new and creative ideas to the organization.
- Excellent organizational, administrative, and project management skills. A decisive, self-driven, “roll-up the sleeves,” results-oriented individual who is able to keep a variety of projects moving forward within a consistent strategic framework.
- Must be goal-oriented, self-motivated, and able to demonstrate great individual initiative with an eye toward results. Highest level of time management skills and attention to detail are necessary to ensure success in this role.
- Must be able to effectively work on projects individually and in a team setting.
- A strong work ethic coupled with an enthusiastic and passionate approach to one’s work. Must be available to attend evening and weekend events, as needed.
- Candidate should carry a polished and professional demeanor with the highest ethical and professional standards.
- Exhibits compassion and empathy; works well with people of all ages and genders from all ethnic, social, economic and sexual orientation backgrounds.
- Must be comfortable meeting with people over the phone, via video conference, and in person.
- Experience in a donor CRM is required, Salesforce preferred.
- High level of proficiency with Microsoft Office Suite (Outlook, Word, Excel & PowerPoint).

Terms of Employment:

SDHC’s salary and benefit standards are competitive and will depend on qualifications and experience. Full benefits include 80% of healthcare premiums, 100% of Life Insurance premium, 401(k) with employer contribution after 6 months of employment, use of Paid Family Leave, and generous vacation and holiday time. This position may involve occasional travel or attendance at events during non-work hours.

Application Process:

Please submit your cover letter and resume to info@sdhunger.org and put the words “Development Director” in the subject line. No phone calls please. IMPORTANT: Applications without a cover letter will not be considered.