



Development Director

Full-time, exempt position with benefits

Monday – Friday from 7am-3pm

Mission Statement: in an environment of welcome, hospitality, safety and cleanliness we seek to provide an oasis for homeless men, women and children seeking survival services.

The Development Director reports to the Executive Director and is responsible for planning, organizing, evaluating and directing all of Loaves & Fishes' fundraising and marketing activities. The Development Director oversees a small staff and works with the other Program Directors. All fundraising activities represent and communicate the values and mission of Loaves & Fishes to donors and the public.

Responsibilities:

- Direct and supervise all fundraising and marketing activities/strategies including but not limited to fundraising events, identifying donors, major gifts, planned giving, grant writing/research
- Coordinate/write monthly appeals; work with established distribution vendors (printer, mail house, USPS, etc)
- Manage distribution of monthly and year end donor thank you letters/receipts
- Research, identify and cultivate present and new donors as well as maintain positive donor relations
- Effectively manage and work with donor database as well as Loaves & Fishes website
- Coordinate capital campaigns as needed
- Make public appearances/accept speaking engagements on behalf of Loaves & Fishes
- Coordinate yearly events including Big Day of Giving, Giving Tuesday and more
- Coordinate media presence on campus in connection with special events, advocacy etc
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies
- Develop a major gifts program including identification, cultivation and solicitation of major donors
- Supervise and collaborate with other development staff
- Perform all other facets of fundraising duties as required

Qualifications:

- Bachelor's Degree in related field and 3+ years' experience in non-profit development and fundraising
- Demonstrate a commitment to Loaves & Fishes mission and philosophy
- Desire/experience working at a non-profit as well as with people experiencing homelessness preferred
- Excellent written and oral communication skills
- Desire to work with and on behalf of people experiencing homelessness; experience preferred
- Motivated learner; Professional, collaborative and organized
- Successful experience in the field of fundraising and development
- Experience with Neon database and website management preferred

Loaves & Fishes neither solicits nor accepts government funds.

Starting Salary: \$58,240 annually

Please submit resume, cover letter and writing sample by email to hr@sacloaves.org no later than May 31, 2021.