



The Kitchen, Inc.

| | | |
|--|-----------------------------------|--|
| Job Title: Director of Development | Department: Development | Supervisor: Chief Executive Officer |
| Supervisory Responsibility: Yes | FLSA Status: Exempt | Pay Rate: Commensurate with experience |

Our Mission:

We bring stability and purpose to people who are homeless using our Values of Respect, Dignity, Quality, Service, and Compassion.

Supervisory Responsibility:

Directly supervises one or more employees including the Community Development Coordinator along with the Development Department volunteers. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Major Areas of Responsibility:

- Create and oversee the implementation of a strategic approach to fundraising which includes major gifts, corporate donations, private donations, grant solicitation, in-kind resources, and stewardship.
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities and public image within the community.
- Work closely with the Chief Executive Officer (CEO) and Community Development Coordinator in areas of marketing, public relations and media presence of The Kitchen, Inc. (TKI) within the communities served.
- Ensure an adequate flow of funds is available to meet present operations needs and be proactive in securing funding for future needs.
- Collaborate with the Board of Trustees (Board), Foundation Board, and CEO to create a development plan which increases revenues to support the strategic direction of the organization and aligns with the mission.

Specific Job Responsibilities:

Development Duties

- Identify, prioritize, cultivate, and secure financial support from community stakeholders to advance the mission and fundraising goals of the organization.
- Develop and manage a fundraising program designed to attract the maximum gift support possible for the organization; including community engagement, annual fund appeals, campaign, planned giving programs, major gifts, corporate and foundation proposals, and stewardship.
- Monitor and evaluate all fundraising activities to ensure fundraising goals are being achieved.
- Monitor trends in the community or region and adapt fundraising strategies as necessary.
- Work with the CEO and Community Development Coordinator to create a comprehensive communication plan to promote the organization to all constituents and maximize public awareness of the organization.
- Build strong relationships with staff, community volunteers, media contacts, and community leaders to increase awareness and ensure strong advocacy and fundraising success.
- Write donor correspondence, contact reports and proposals.
- Oversee the planning and execution (including solicitation of sponsorships and in-kind donations) of special fundraising events as specified in the development plan to generate funds for the organization.
- Collaborate with Foundation Board and work in conjunction with the Board on fundraising events.

Administrative Duties

- Develop and implement policies and procedures for the development department which reflect ethical fundraising practices.



The Kitchen, Inc.

- Serve as the staff liaison and lead the Development/Marketing Committee of the Board of Trustees.
- Prepare monthly and yearly reports on progress, budgets, receipts, and expenditures related to fundraising.
- Coordinate the design, printing and distribution of marketing and communication materials including, but not limited to direct mail campaigns, newsletter publications, email, website, and social media.
- Develop and manage the annual income and expenditure budget for the development program.
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information.
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
- Other duties as assigned.

Job Requirements:

Education and Training

- Bachelor's degree from four-year college or university

Experience

- Minimum of three years of successful fundraising experience

Essential Skills

- Effective communication skills to write speeches and articles for publication that conform to prescribed style and format, reports, business correspondence, and policy/procedure manuals; as well as to present information to individuals and groups (Boards of Trustees, managers, co-workers, clients, visitors, and the public); and manage difficult situations and conflicts
- Ethical – treating people with respect; keeping commitments; inspiring trust of others; working with integrity and principles; upholding organizational values
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist; ability to identify and resolve problems in a timely manner; and ability to work well in group problem solving situations
- Strategic thinker who can develop strategies to achieve organizational goals; understand organizations' strengths and weaknesses; analyze market and competition; identify external threats and opportunities; and adapt strategy to changing conditions
- Change management skills with ability to develop workable implementation plans; communicate changes effectively; build commitment and overcome resistance; prepare and support those affected by change; monitor transition and evaluate results
- Working knowledge of database software, development software and word processing software
- Business acumen to understand business implications of decisions; demonstrate knowledge of market and competition; and align work with strategic goals
- Adaptability in dealing with changes in the work environment; ability to adapt to unexpected challenges; as well as approaches or methods to best fit the situation
- Sales and negotiation skills to initiate new contacts; establish and maintain effective relations; exhibit tact and consideration; inspire trust; set and meet goals; overcome barriers
- Ability to follow policies and procedures; maintain confidentiality; complete administrative tasks correctly and on-time; support and uphold TKI's goals, mission, vision, and values
- Ability to hold self and others accountable; work with minimal supervision; prioritize, plan, and direct work activities; use time efficiently
- Project management skills to develop project plans; coordinate projects; communicate changes and progress; complete projects on time and budget; and manage project team activities
- Event planning abilities to plan and execute quality events



The Kitchen, Inc.

Other

- Valid Class E Missouri Driver's license and be approved as a driver by The Kitchen, Inc.'s insurance carrier
- Must pass background check and pre-employment drug screen
- Section 3 applicants encouraged to apply

Physical Demands:

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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Signature

Print Name

Date