



## **Development Director**

### **Healthy Foods for Healthy Kids**

As Delaware's School Garden Experts, Healthy Foods for Healthy Kids (HFHK) specializes in designing and implementing school vegetable gardening programs that serve ~14,000 students during two growing seasons per year (spring and fall). Our **mission** is to inspire healthier lives by providing youth with joyful school gardening experiences and opportunities to eat the garden-fresh vegetables they've grown. Our **vision** is a vegetable garden in every school, leading to generations of healthy families throughout Delaware. Currently, our science-based Education Cultivation Program is implemented in 37 schools statewide in Delaware. For more information visit: [www.healthyfoodsforhealthykids.org](http://www.healthyfoodsforhealthykids.org)

### **Summary**

We are seeking a Development Director to lead our statewide fundraising efforts. The Director will work with the Board of Directors and Executive Director to create a strong development plan and implement fundraising strategies to meet the strategic planning needs of HFHK– including corporate and community fundraising efforts, with a specific focus on cultivating individual and corporate donors/sponsors, grant writing and special event planning. They will be an enthusiastic fundraising professional and self-starter who will play a lead role in mobilizing local and regional supporters to achieve our mission, increase revenue growth and sustainable funding streams. The successful candidate will be an exceptional relationship builder who can recruit and engage a diverse set of funders. They will bring entrepreneurial energy, outstanding interpersonal skills, and a commitment to professional fundraising ethics (AFP standards).

**Reports to:** Executive Director

### **Overview of Responsibilities:**

As the HFHK Development Director, major responsibilities include:

- Grant prospecting, proposal writing, grant management and reporting
- Maintain current state, corporate and foundation grant programs ensuring that all deadline and reporting requirements are met
- Expand the annual giving program
- Expand corporate sponsorship and/or business giving program together with the Executive Director
- Create timelines, meet deadlines, and identify deliverables, including supporting documents.
- Support the preparation of and submit funder and stakeholder reports, including for the annual Impact Report
- Support Board Development Chair in committee meetings, including taking minutes and preparing agenda
- Cultivate and maintain relationships with foundations, donors and contract liaisons.
- Donor Management and Stewardship including:

- Process gifts and help build partnerships with donors through timely acknowledgment of contributions and ongoing donor communications.
- Manage donor database, displaying a commitment to accuracy in entering and retrieving data, including identifying and merging duplicate files.
- Assist with donor prospecting, cultivation, and stewardship activities, researching local, state, federal, and private grant and contract opportunities that align with HFHK's mission, vision, and strategic goals.
- Attend relevant development and outreach meetings.
- Support community engagement activities.
- Plan fundraising and cultivation events and activities with help from Executive Director
- Collaborate with the Communications team to increase presence and impact on social media platforms.

### **Special Qualifications**

- Motivated, independent, organized self-starter with demonstrated time-management skills
- Team player with coworkers, volunteers and community partners
- High energy, enthusiasm, and a strong work ethic.
- Outstanding written and oral communication skills.
- Availability to work some nights and weekends.
- While this position is remote, residence in Delaware is preferred.

### **Education, Experience, and Licensing Requirements:**

- Bachelor's degree in Business, Philanthropy/Fundraising, or related field of study from an accredited college; or equivalent experience
- At least 3-5 years of experience in fundraising, sales, or donor engagement capacity with strong network connections in the respective region
- AFP membership is a plus
- Active motor vehicle license and a reliable vehicle with adequate insurance coverage
- Pass a criminal history screen, including state and local child protection agency registries
- Previous major gifts experience at another nonprofit a plus
- Experience in working with nonprofit organizations

### **Time and Hours**

This is a year-round, full-time position.

### **Salary and Benefits**

Full-time employees receive paid holidays, vacation, sick and personal days.

Salary range is \$55,000-\$65,000.

Interested candidates should send a brief cover letter and resume to Lydia Sarson at [lsarson@healthyfoodsforhealthykids.org](mailto:lsarson@healthyfoodsforhealthykids.org) with Subject: (Your Name), Development Director Application Submission. This job posting closes November 30, 2021.

**Healthy Foods for Healthy Kids (HFHK)** is a dedicated 501(c)3 nonprofit committed to fostering an inclusive, accessible environment, where all employees feel valued, respected and supported. Individuals seeking employment at HFHK are considered without regard to race, color, religion, national origin, age, sex, gender, gender identity, gender expression, sexual orientation, marital status, medical condition, ancestry, physical or mental disability, military or veteran status, or any other characteristic protected by applicable law. Any employment offers are contingent upon satisfactory completion of required background checks.