



**Reports to: Co-Director**

**Full time 32 hrs / wk**

**Salary Range: \$54,000 - \$60,500**

**Job Description:**

The Development & Communications Director will develop a strategic development and communications plan for the organization, and will lead and participate in the execution of that plan. The overall goal of the Development & Communications Director is to fundraise for and increase the awareness of BFR's mission and support the relationships between BFR and the general public.

They are responsible for planning, development and implementation of all of the Organization's development strategies, marketing communications, and public relations activities, both external and internal. They direct the efforts of fundraising, communications, and public relations staff and coordinate at the strategic and tactical levels with the other functions of the Organization.

**SUMMARY OF RESPONSIBILITIES:**

Development Strategy

- Create and implement an innovative and growth-oriented fundraising and communications plan to meet organizational budget and increase revenue
- Evaluate plan based on benchmarks and goals
- Supervise fundraising and communications contractor(s), interns and volunteers.
- Other responsibilities created with and assigned by Co-Director

General Fundraising

- Develop strategies for philanthropic fundraising program including donor cultivation activities for individual, corporate, faith, and foundation revenue streams
- Communicate fundraising goals throughout the organization and equip staff members and board with tools to help reach them
- Report on fundraising progress and accomplishments to Board and Leadership Team
- Work with BFR team to develop deep understanding of all programs, including food redistribution, Food Rescue Alliance, and future programs and goals, to ensure fundraising relationships are targeted towards program of interest

- Maintain, update, and build relationships and communications with current and new donors
- Plan and execute fundraising campaigns to reach potential contributors, including a Spring giving campaign, Colorado Gives Day, and end-of-year fundraising
- In collaboration with the Development team, draft the Spring and End of Year fundraising appeal letter and oversee the distribution of materials via snail mail and digitally

#### Donor Relationship Management

- Manage a portfolio of major donors and prospects
- Build and maintain donor relationships and cultivation
- Understand donor interests and connect appropriate staff team members to donors for relationship building
- Identify and cultivate potential donors from public and private sectors
- Support the ED in developing relationships with major donors and foster long-term sustained giving among this donor population

#### Events

- Annual Fundraiser: Coordinate and implement the annual fall fundraiser and adapt as necessary. This includes project managing logistics, event messaging, donor engagement, vendor outreach, coordinating staff and volunteers, managing event contractors, and organizing and managing committees.
- Donor touchpoint events: Coordinate and implement another donor touchpoint event in the spring focused on a programmatic element and with the goal of celebrating current donors and developing new potential donors

#### Corporate Giving

- Develop and implement a plan for increased corporate giving, including a list of potential business with aligned values
- Update donor menu and any necessary materials for corporate fundraising asks.
- Manage end-to-end relationships with corporate partners.
- Work with co-director to increase corporate giving for events and general sponsorships for the organization, specifically for the annual fundraising event, the Food Rescue Feast.

#### Grant support

- Assist with grant requests/proposals and identify potential funders as necessary
- Work with grants team to identify program-specific asks
- Work with grants team to edit grants and write when needed

#### Marketing and Communications

- Create and oversee communications plan including advertising plan.

- Manage interns and volunteers to implement branding, messaging, external communications, and public relations tools (website, e-communications, print materials, reports).
- Work with a team of volunteers, staff, and board to represent BFR at speaking engagements and external events. Attend and represent BFR at some identified public speaking events.

**SKILLS AND QUALIFICATIONS:**

- 5+ years experience in nonprofit development
- Proven track record of cultivating, soliciting, and stewarding individual major donors
- A proven strategic thinker with experience in creating and monitoring fundraising plans and the tactics to support the strategy
- Skilled at crafting powerful messages via impeccable written or spoken communications
- Love of meeting new people, building relationships, being in communication with stakeholders
- Prior experience with a board of directors, advisory board, or development committee in reaching fundraising goals and objectives
- High-level organizational skills with ability to meet timelines
- Demonstrated strong staff management and volunteer relations skills
- Self-directed
- Experience with shared decision making
- Trauma-informed
- Ability to work professionally and respectfully with people from diverse backgrounds and skills in a team environment
- A willingness to engage in continuous learning about anti-oppression and social justice issues
- Work or lived experience with communities of color, indigenous peoples, LGBTQ and people experiencing homelessness is particularly valued
- Ability to work remotely
- Willingness to work some evenings and weekends for events
- Passion for food justice, social justice, climate justice work

**POSITIONS SUPERVISED:**

- Contractors, interns and volunteers depending on project
- Potential to supervise part-time grant manager 6 months after position is filled

**PHYSICAL REQUIREMENTS:**

Work is performed primarily in an office setting and requires sitting for extended periods. However, this position represents team members who conduct physical movement of food from grocery stores to residential programs. Position is not responsible for doing that work, but may be asked to attend events to capture information, photography, and participate in day-to-day work to better understand it. Work also includes manual dexterity for typing/operating computer, holding, grasping, and turning objects. Work also requires the ability to speak and use typical or aided vision or hearing. Reasonable

accommodation may be made upon request to enable individuals with disabilities to perform the essential functions.

### **Salary and Benefits:**

The salary range is \$54,000 - \$60,500 depending on level of experience. We have an equitable salary structure that all staff gave input on, and will be iterated upon annually. This allows staff members to have input on their own wellbeing, what responsibilities and skills should be compensated, while ensuring salaries are sustainable for the organization budget.

### **Benefits:**

- 32 hour work week
- PTO vacation and sick leave:
  - PTO starts at 2 weeks and scales to 5 weeks based on tenure for vacation leave
  - Paid additional 7 days sick leave
  - Paid holidays, birthday, and floating holiday of your choice
  - Paid monthly self-care half-day
- Remote working and semi-flexible schedule
- Work from home equipment and internet package
- Personal cell phone payment package
- Professional development stipend
- Health and wellness stipend
- RTD bus passes
- Ego Carshare membership
- Community cycles membership
- Optional Health Savings Account
- Workers compensation coverage
- Unemployment & severance package after 1 year of employment

Boulder Food Rescue believes in providing employees and applicants with equal employment opportunities. We have equitable compensation for employees across our organization, which is determined by position responsibilities, experience and skills, tenure, liveable wages and current budget. The salary range above represents the low and high end of the range; the actual salary will be determined based on relevant experience. We encourage BIPOC and LGBTQ+ individuals to apply.

*Boulder Food Rescue believes in providing employees and applicants with equal employment opportunities. We make employment decisions without regard to race, color, gender, age (40 and over), mental or physical disability, religion or religious practices, creed, national origin, marital status, sexual orientation, gender identity or expression, ancestry, citizenship, veteran status (other than as permitted by applicable law), pregnancy, genetic characteristics or information (which includes, but is not limited to, genetic test results and family medical history records and which should not be provided to the Company), or any other unlawful consideration. This policy applies to all aspects of employment,*

*including recruitment, hiring, training and development, promotion, compensation, transfer, termination, layoff and all other conditions and privileges of employment, all in accordance with applicable laws.*