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[HelenaFoodShare.org](http://HelenaFoodShare.org)

## **Helena Food Share Position Description: Development Director**

### **Overview**

**Our Mission:** Helena Food Share serves our neighbors in need by providing food in a respectful and dignified way and by working with others to eliminate hunger in the greater Helena area.

**Our Vision:** Creating a hunger-free community.

The Development Director reports directly to the Executive Director, is a key member of the management team, and plays an important role in helping shape and implement initiatives that support the organization's short and long-term, mission-focused goals. Working with the Executive Director and in collaboration with other staff, governing board members, and volunteers, the Development Director holds overall responsibility for developing, coordinating, and implementing the organization's ambitious development program. This is a high-performing position, requiring professional fundraising competence, excellent organizational development skills, and effective relational qualities that can be applied toward building constructive relationships in all segments of the community. The Development Director functions with a level of autonomy that usually accompanies leadership positions, and is called on to proactively perform the duties of the position.

Helena Food Share, located in Helena, Montana, is a tax-exempt, nonprofit organization governed by a volunteer board of directors. Eleven staff members carry out the necessary operations of the organization. Generous donors and hundreds of volunteers support Helena Food Share in carrying out its' mission. We respectfully assist more than 1,200 households each month, providing food assistance at our Lewis Street Pantry, the East Helena Pantry, and the mobile pantry. We also serve targeted populations – children, with our Kid Packs program, limited-income seniors with Senior Commodities and Senior Farmers Market Coupon Program, and individuals with critical food needs with the Emergency Food Pack program. More information about Helena Food Share and the services it offers is available at [helenafoodshare.org](http://helenafoodshare.org).

The organization's current annual cash revenue goal is just under \$1,800,000, and is raised through gifts from more than 4,000 donors. It will be crucial to grow future annual revenue to meet adopted strategic goals. In addition to maintaining funding for our current programs (which continue to increase due to demand) and supporting possible new programs and services, we also in early stages of a capital campaign to raise funding for a new community food resource center. The Development Director will have a crucial role in both the process of getting Helena Food Share financially ready for such an endeavor and in carrying out the campaign.

This is an exempt, salaried position, with allowance for a flexible schedule. The salary range is \$60,000-\$65,000, based on experience. Compensation also includes generous paid holidays, vacation, and sick leave, as well as a retirement benefit and employer- sponsored health insurance.

## **Responsibilities**

### **Development Plan and Strategic Direction**

- Works in collaboration with the Executive Director, staff and Board of Directors to chart the near- and long-term strategic direction of the organization's fund development program.
- Creates the annual fund development plan, with specific goals, strategies and performance metrics, which will deliver revenue necessary to support the initiatives of Helena Food Share.
- Develops and gains approval for the annual development and communications budget.
- Helps establish performance measures, monitors results and helps the Executive Director and Board of Directors evaluate the effectiveness of Helena Food Share's annual development plan. Provides quarterly performance reports to the Executive Director and the Board of Directors.
- Implements the fund development plan using best practices and ethical fundraising principles.
- Holds a comprehensive understanding of the priorities of Helena Food Share and makes a persuasive oral and written case for support for key programs and projects, effectively matching the interests of prospective donors to specific programs and initiatives.

### **Capital Campaign Coordination**

- Plays an active role on the capital campaign planning team.
- Supports and assists with campaign coordination, including donor prospecting and communication.
- Will help to execute a successful silent and public phase of the campaign.

### **Donor Cultivation, Stewardship, and Management**

- Stewards a multi-channel approach to giving including efforts focused on individual major donors, monthly donor programs, business gifts, grants and planned giving.
- Oversees the creation and development of a comprehensive planned giving program including a legacy gift communications strategy, legacy gift society and long-range program plan.
- Develops and implements an annual donor engagement and cultivation fundraising program, including monthly "Point-of-entry" events (e.g. lunch tours) and culminating with an annual ask event (e.g., our Beyond Hunger luncheon).
- Develops and manages timelines for direct mail campaigns, written appeals and all ongoing cultivation campaigns.
- Works closely with staff charged to maintain donor database. Oversees use of the donor management system (Bloomerang), ensuring clean, reliable data.
- Ensures appropriate donor acknowledgement is occurring in a timely manner.
- Responsible for organizing thank you calls (Board, Volunteer and Staff) and letters of acknowledgment.

### **Major Gifts Program Management**

- Creates and implements a successful major donor program including donor identification and cultivation efforts. Leads and assists the executive, key staff and board members with necessary efforts to identify, cultivate and solicit major donor gifts.
- Manages major donor portfolios by creating individual gift strategies, preparing proposals, and identifying appropriate cultivation, and engagement opportunities.
- Actively solicits major gifts to reach and exceed annual development goals.

### **Grant Research, Writing and Management**

- Leads the agency in its expanding grant-writing strategies, and oversees its grant program.
- Works with the Executive Director and Program Director to identify funding needs and programs to be included in grant proposals.

- Ensures grant proposals are prepared in compliance with all requirements, are submitted accurately, and in a timely fashion. Ensure all grant reports are completed accurately, properly formatted, delivered on time and satisfy all requirements. Ensures foundation revenue goals are met.

### **Event Management**

- Works with the Annual Fund & Events Manager and other staff on the planning and coordination of all fundraising events.

### **Supervision and Management**

- Provides supervision of and direction for the Annual Fund & Events Manager and the Development Coordinator.
- Staffs the Board of Directors' External Affairs Committee, including working with the committee chair to develop meeting agendas and an annual calendar so the committee can fulfill its responsibilities effectively.
- Works with all HFS staff to bring understanding of their role in fundraising and community cultivation.
- Oversees the recruitment, training and supervision of volunteers who work on development projects.
- Works with the Executive Director, Board Chair and the External Affairs Committee Chair to assist board members with fulfilling their appropriate fund development roles and annual giving activities.
- Leads the efforts and activities of the development staff, and evaluates the effectiveness of activities through coordination with staff and development volunteers.
- Follows established personnel procedures for supervision, including conducting regular performance evaluations.

**Performs other duties, as assigned by the Executive Director, including core program work when needed.**

### **Desired Skills, Knowledge and Qualifications**

- The ideal candidate for this position will:
  - Have superior interpersonal skills needed to interact with staff, board members, volunteers, donors, media representatives and other external partners;
  - Effectively manage competing priorities and deadlines, prioritize, and fulfill commitments;
  - Be organized, flexible, creative and willing to learn;
  - Have demonstrated experience and confidence in asking people for financial gifts and donations of time and services;
  - Know how to work independently, and as part of a team that knows how to have fun, and thrive with a high volume of deadline driven tasks;
  - Be able to firmly commit to the mission of Helena Food Share and work to achieve it; and,
  - Be able to work at a desk with a computer for long periods and lift/push/pull 25 pounds.
- Knowledge and experience of the following is vital: the nature and dimensions of philanthropy, fundraising ethics, motivations for giving and volunteering, research and cultivation practices, best practice fundraising techniques, including face-to-face solicitation, proposal writing, special events, and direct mail.
- Experience with capital campaign fundraising and management is desired.
- The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor's degree and demonstrated and progressive fundraising experience. Other combinations of education and experience will be considered on an individual basis.

This position is open until filled; applications will be reviewed on a rolling basis. Please submit a cover letter, resume and three professional references by email to: [hire@helenafoodshare.org](mailto:hire@helenafoodshare.org). Direct any questions to the Executive Director, Bruce Day, at 406-443-3663 ext. 108, or by email to [hire@helenafoodshare.org](mailto:hire@helenafoodshare.org).