



Position: Chief Development Officer

Location: Chester County Food Bank - 650 Pennsylvania Drive Exton, Pa 19341

Status: Full-Time/Exempt

Contact: Submit resume, cover letter and salary requirement to jobs@chestercountyfoodbank.org

OUR MISSION:

The Chester County Food Bank seeks to create a food secure Chester County. We mobilize our community to ensure access to real, healthy food. Chester County Food Bank (CCFB) is a county wide, non-profit organization located in Exton, PA and has been in existence since 2009. CCFB works with over 150 agency partners to distribute over 3 million pounds of food annually to 10% of Chester county residents. We provide educational opportunities through programs like Eat Fresh, Fresh2You Mobile Market and Seed to Supper to engage the community in hands on learning experiences.

POSITION SUMMARY:

The Chief Development Officer (CDO) works with the CEO, Finance Director, and the development team to lead all aspects of the \$5M fundraising activities of the Chester County Food Bank. Manages annual and capital campaigns along with endowment efforts to generate the needed resources for CCFB. The Chief Development Officer will also promote the mission of CCFB and foster philanthropy as part of the culture throughout the organization and community. This position is responsible for individual, corporate, and grant gifts. The CDO will lead and develop not only the development and marketing team but volunteer leadership to ensure CCFB is recognized for its impact as a leading non-profit mission driven philanthropic community organization.

ESSENTIAL FUNCTIONS:

The essential functions include, but are not limited to the following:

- Lead and develop the overall workflow for meeting CCFB's annual fundraising goals. This includes, but is not limited to, strategic planning and implementation, annual calendars, supervision of Raiser's Edge software and other systems and resources while ensuring timelines are met.
- Execute special events and other major events as needed. This includes the overall planning, development of collateral, engaging teams and generating sponsorships.
- Collaborate to ensure management and efficiency of sponsorships, participant database, development of marketing materials, venue negotiation, vendor coordination, video creation, script writing, awards and event-day management.
- Identify and pursue a dynamic list of grant opportunities for CCFB support.
- Advance the endowment program to increase planned gifts to support CCFB.
- Direct social media and online messaging and virtual event efforts.
- Oversee the website presentation and management of online giving programs.
- Institute direct mail campaigns with the marketing department for print, email, and social media.
- Lead annual and capital campaigns to generate needed resources for CCFB to meet goals and maximize opportunities.
- Develop and maintain key relationships both internal and external with community leaders and organizations.



- Build a development infrastructure needed to support the long-term needs of CCFB.
- Supervision of marketing, volunteer management and development teams.
- Foster a highly engaged and productive development team culture based on respect, accountability, and transparency.
- Developing a coaching and supportive culture with frequent feedback for staff.
- Provide regular staff development and training opportunities.
- Understand key success factors in successful fundraising initiatives.
- Develop and manage informational processes to support long term fundraising working with the finance and IT.
- Understand and adopt benchmarks for performance and identify and adopt best practices.
- Assist as an organizational leader as part of the senior management team.
- Develop a fundraising strategy that considers immediate and long-term needs of CCFB.
- Be able to meet established goals.
- Work with key volunteers including developing a robust Development and Marketing Committee that is both successful and fosters great relationships.
- Develop key messages in collaboration with the marketing team.
- Other duties as assigned.

Due to the nature of the CCFB programs and services, it is essential that staff be able to perform their essential job functions and consistently meet the qualifications and physical requirements.

MINIMUM QUALIFICATIONS (Knowledge, Skills, and Abilities):

- Bachelor's degree in business and/or public administration or related field, Master's degree preferred.
- 5-10 years of progressive development experience with a results-proven track record of exceeding goals and evidence of the ability to consistently make good decisions through a combination of analysis, experience, and judgment; high level of business acumen.
- Nationally recognized fundraising designation.
- Exhibit strong leadership skills; possess a passion for the work CCFB, ability to foster great relationships and able to maintain a culture of stewardship excellence.
- Experience leading annual, capital campaigns, endowment programs, and grant writing.
- Demonstrated knowledge of the financial development environment and best practices.
- Exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups and capacity to ensure accountability.
- Ability to plan and implement large public events working with staff and volunteers.
- Excellent interpersonal skills and ability to lead teams of staff and volunteers required.
- Prefer knowledge of, and previous experience with, diverse populations.
- Ability to establish, develop and maintain collaborations with community organizations.

WORK SCHEDULE: This is a full-time exempt, salaried position. The position is primarily M-F, but flexibility to attend evening and/or weekend meetings and/or events is required.



WORK ENVIRONMENT & PHYSICAL DEMANDS: Most of the year, the work is in an indoor environment, protected from weather conditions but subject to some temperature fluctuations. Periodically during the year, the worker is involved in outdoor activities and subject to temperatures below 60 degrees F and above 80 degrees F. Outdoor elements such as precipitation and wind possible. On occasion, the environment may be noisy and distracting.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Communicating with others to exchange information, instructions, and ideas by means of spoken words, typed or handwritten notes, forms and other work materials, use of a computer, laptop, or other electronic device.
- Lifting: Ability to lift objects that includes moving the objects up to 10 pounds.
- Sedentary work that primarily involves sitting/standing. Particularly for sustained periods of time.
- Moving self in different positions to accomplish tasks in various environments including tight and confined spaces. Moving about to accomplish tasks or moving from one worksite to another.
- Other movements required from time to time may include, but are limited to: Stopping, kneeling, stepping, crouching, crawling, reaching, pushing, pulling, grasping, and repetitive motion of hand, fingers, and wrists.

EQUAL OPPORTUNITY: The Chester County Food Bank considers candidates for all positions on the basis of qualifications and without regard to race, color, religion, gender, national origin, genetic information, age, physical or mental disability, sexual orientation, marital status, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable federal, state, and local laws.

Chester County Food Bank reserves the right to change this job description as conditions change.

These statements are intended to describe the general nature and levels of work to be performed and are not intended to be an all-inclusive list of duties and responsibilities.

Background Requirements: All offers of employment at CCFB are contingent upon clear results of a thorough background check including but not limited to a Criminal Record Check and PA Child Abuse History Clearance.

TO APPLY: Submit resume, cover letter and salary requirement to jobs@chestercountyfoodbank.org

***Previous applicants need not apply.