St. Joseph Food Program, Inc.
Development Director

St. Joseph Food Program has served the Fox Valley since 1982, providing perishable and nonperishable foods and other essentials to individuals, families, and organizations throughout the Fox Valley region. Consider joining our experienced team of professionals in a fun, diverse, and flexible working environment. When you join our organization, you become a valued member of a winning team doing meaningful work in and environment of trust.

Reports To: Executive Director

Primary Responsibility: Identify and pursue new funding sources as well as maintain current sources. Develop and oversee strategies that promote St. Joseph Food Program and its mission in the community. Represent the Program in the community.

Term of Employment: Full-time, Monday-Friday including occasional Monday evening hours.

The Development Director works closely with the Executive Director to oversee all aspects of fundraising initiatives, donor relations, and marketing, while advancing the mission and community profile of St. Joseph Food Program.

Desired Skills:
- A minimum of 3 years’ fund development experience, including
  - Annual giving campaign
  - Grant writing
  - Event planning
  - Major gifts
- Demonstrated successful experience in securing gifts
- Social media experience
- Creative thinking
- Ability to work with a variety of personalities
- Event planning capability
- Proficiency in Canva, or other design platforms helpful.

Education Requirements:
- Bachelor’s degree or equivalent experience in related field

Required Skills:
- Excellent organizational skills
- Strong verbal and written communication skills
- Ability to speak in public
- Ability to work independently and collaboratively to meet deadlines
- Proficiency in Microsoft Outlook and SalesForce or equivalent database program

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Responsibilities:

- Plan, coordinate, and implement specific fund-raising activities to include identifying, cultivating, soliciting and tracking gifts from individuals; establish and maintain contact with prospects to develop their interest and participation in St. Joseph Food Program fund raising projects, and providing information concerning the utilization of gifts.
- Foster positive donor relationships through notes, phone calls, and visits.
- Plan and implement strategies to be utilized in the solicitation of funds.
- Research and target charitable trusts sympathetic to the values of St. Joseph Food Program.
- Draft fund-raising proposals: seek out grant opportunities and write grant requests and grantee reports.
- Develop written materials such as newsletters, brochures, pamphlets, and a variety of other related materials including news releases.
- The Director will work in partnership with SJFP contracted graphic designers, production crews and printers to assist in the creation, design, budget, and production of regularly produced events and all program publications.
- Works with local media to purchase airtime and promotional interviews.
- Develop and deliver talks to groups from a variety of public groups and organizations.
- Work with all forms of media including, but not limited to, web-based fundraising, video tools, radio, television, newspapers, and mailings.
- Fully utilize the capabilities of donor management computer software applications in the preparation of donor information and reports.
- Prepare reports and analyses evaluating the success/failure of each event, trends and appropriate recommendations or conclusion for future consideration.
- Assist in determining fiscal requirements for development activities and prepare budgetary recommendations; monitor, verify and reconcile expenditure of budgeted funds.
- Recruit, engage, and manage development volunteers and provide them with leadership and direction in support of the cultivation, solicitation and stewardship of donors and prospects.
- Conduct tours of the facility to individuals and groups.
- Attend and participate in biennial strategic planning sessions.
- Attending and participating in various administrative and committee meetings, workshops, and conferences to gather information that furthers the goals of SJFP.

St. Joseph Food Program offers competitive compensation commensurate with the candidate’s experience for this position. In addition, SJFP offers benefits including 7 paid holidays, PTO, Simple IRA including 3% match, and insurance reimbursement. Starting salary range will be commensurate with experience.

Respond with resume and cover letter to:
Monica Clare, Executive Director, mclare@stjoesfoodprogram.org, or 1465A Opportunity Way
Menasha, WI 54952

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