

Small Town Project Development Director

Position: Development Director
Reports to: Board of Directors
Supervises: Food Pantry Manager
Schedule: PT - Average 20 hours per week
Pay: **\$15 per hour**

Small Town Project is a 501(c)(3) Non-profit food pantry located in Rocky Ford, CO; providing healthy supplemental food to families and individuals in need in a safe, welcoming and inclusive environment.

Programs include:

- Shopping once a week for (Friday 11:00am to 1:00pm and 5:00pm to 6:00pm)
- Mobile and Pop-up Pantries with partners as scheduled
- Economic and Community Development (Digital Equity Project, Cinco de Mayo Event, Remote Job Readiness Program)

POSITION DESCRIPTION:

The Development Director leads the Fund Development in raising sustainable revenue for the organization's mission throughout the year. This position will spearhead our established development efforts to maintain the current level of programmatic funding and diversify funding sources. The Director is directly responsible for maintaining and developing long-term relationships with donors, leading special event planning, corporate outreach, coordinating with contractors, and leading organizational communications. As a key member of STP's Leadership Team, the Director provides input on strategic decisions at the organization level and champions the mission of Small Town Project with our staff, volunteers, and the community.

FUNDRAISING:

- Enhance and implement the organization's development plan that includes strategic individual donor plans, growth of special events, and corporate revenue
- Maintain a portfolio of individual donors, corporate partners, and community groups to cultivate, steward, and solicit
- Develop and deploy innovative giving circles
- Lead the planning and coordination of fundraising events and annual appeals to achieve organizational revenue goals
- Track effectiveness of development efforts and report regularly to the BOD
- Ensure proper management of the donor database software that enables our fundraising program to succeed

LEADERSHIP:

- Supervises and provides direction to Food Pantry Manager
- Key member of the Leadership Team providing insight and feedback to BOD as we collaborate on strategic decision-making
- Represent the organization at external meetings and community events with the purpose of developing relationships with prospective donors and fundraising partners
- Manage board communications, trainings, and report on the development team's projects and needs

COMMUNICATIONS:

- Develop and implement an annual communication plan including email marketing, social media, and direct mail
- Collaborate with program staff to deliver and produce clear and compelling content to volunteers, clients, donors, and potential donors
- Coordinate social media presence including ad campaigns, regular posting schedule, and organizational voice
- Leads marketing committee in managing the marketing budget, planning, and implementing marketing strategy

REQUIRED QUALIFICATIONS:

- Three years relevant work experience in nonprofit fundraising and marketing
- Proven success at implementing fundraising campaigns or events
- Past supervisory experience preferred
- Experience with utilizing fundraising database information
- Ability to prioritize time to maximize ROI
- Willingness and ability to work with diverse populations and maintain confidentiality
- Experience working with a diverse group of clients
- Valid State of Colorado driver's license with clean driving record
- Ability to effectively and collaboratively work with staff, board members, donors and volunteers
- Strong professional communication skills
- Ability to lift at least 50 Lbs. and be on feet for hours at a time

Small Town Project is an equal employment opportunity employer and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.