

# Vice President, Development & Communications

## Job Description

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| <b>Department:</b>      | Development & Communications |
| <b>Reports To:</b>      | President & CEO              |
| <b>Employment Type:</b> | Full-Time                    |
| <b>Status:</b>          | Exempt                       |

### Summary

The Vice President of Development & Communications has responsibility for planning, implementing, and measuring all aspects of development and communication activities of the Foodbank. This includes, but is not limited to, leading the team to acquire contributed resources including funds and product necessary to support The Foodbank's annual budget as well as long term goals, along with overseeing all levels of fundraising, advocacy, the volunteer program, special events, the marketing and communications strategy, and media relations.

As a member of the Leadership Team, this position plays an integral role in shaping and leading the Food Bank's future.

### Essential Duties & Responsibilities

- Commitment to the Food Bank's vision, mission, and values.
- Serve as a key spokesperson. Build and maintain appropriate external relationships and coalitions.
- Direct the research, proposal, and request to secure food and funds from government entities, corporations, foundations, and individuals.
- Direct the stewardship of potential, current, and past donors.
- Oversee accurate management of donor information.
- Identify, cultivate, develop, and implement promotional activities benefiting the Food Bank including the implementation of a communication and advocacy strategy that will maximize the engagement of NWI constituents.
- Collaborate with the President & CEO and Board of Directors to create, implement, monitor, and evaluate all aspects of development including major gifts, planned-giving, direct mail, and capital campaigns.
- Oversee the preparation of regular reports on department metrics.
- Oversee the marketing and branding of the Food Bank including, planning, implementing, and evaluating activities, developing messaging, and development of collateral materials.
- Direct public relation activities including the writing, editing, and approval of statements, news releases, direct mail, etc.
- Evaluate the effectiveness of the Food Bank's development and communications programs. Develop and implement innovative strategies for continually improving the Food Bank's impact, effectiveness, and quality of activities.
- Provide direction on funding potential of established and future fundraising programs. Work closely with Leadership to implement plans, budgets, and forecasts.
- Cultivate relationships by enhancing community education and awareness opportunities.
- Oversee the recruitment, training, managing, mentoring, and development of staff thereby creating an outstanding, high-performing team.

- Ensure compliance with all rules and regulations governing fundraising including government regulations, donor requests and intent, and regulations set forth by Feeding America.

### **Qualifications**

- Bachelor's degree. Master's degree or professional certification in related field preferred.
- Minimum of seven years in a development role preferably with a non-profit, with at minimum five years in a management role.
- Demonstrated experience working directly with a Board of Directors, high-level donors, and/or volunteers in cultivating relationships.
- Strong analysis, planning, team building, and communication skills.
- Demonstrated leadership and excellent interpersonal skills.
- Proficiency in use of computers with Windows based systems (Word, Excel, etc.) as well as CRM systems. Salesforce experience preferred.
- Knowledge of legislation affecting not-for-profit organizations.
- Ability to interact with the public in a positive manner including individually, with groups, and with the media.
- Ability to lift 50 pounds.
- Excellent written, oral, and training skills.
- Valid, unrestricted driver's license with insurable clean driving record.
- Strong organizational and time management skills with emphasis on accuracy and attention to detail.
- Ability to manage multiple tasks, work under pressure, meet deadlines.
- Flexible schedule for evening and weekend availability.

### **Benefits**

- Competitive compensation
- Full benefits package; medical, dental, vision
- Paid holidays, PTO
- 401k with opportunity for company match
- Incentive Plan

### **How to Apply**

- Email resume, salary requirements, and cover letter to: [jobs@foodbanknwi.org](mailto:jobs@foodbanknwi.org)

*It is the policy of the Food Bank of Northwest Indiana to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex or disability and to promote the full realization of that policy. The Food Bank of Northwest Indiana will assure equal employment opportunities in all personnel actions and procedures including, but not limited to, recruitment, hiring, training, transfer, promotion, compensation and benefits.*