

America's Second Harvest of Coastal Georgia, headquartered in Savannah, GA serves as the food safety net for tens of thousands of children, senior citizens, low-income families, and people with disabilities that are at-risk for hunger throughout southeastern Georgia. We partner with over 300 faith based organizations and non-profit agencies to provide emergency food assistance across Coastal Georgia in twenty-one counties. Last year, Second Harvest provided more than 28 million pounds of food to hungry people in our 21-county service area through a variety of programs. We are currently hiring for the following position:

Chief Development Officer

Reports to: Executive Director

Essential Functions and Basic Duties:

The Chief Development Officer in partnership with the Executive Director will provide leadership and strategic vision to the organization in all areas associated with fundraising and development. This role develops and executes annual and long-range fund development plans to ensure continued growth in giving year over year. The position will work to strengthen the Food Bank's market presence, direct mail programs, community outreach, strategic partnerships, special events and marketing plans as well as identify new sources of revenue. This is a vital leadership role that will drive results, spur growth and increase the overall efficiency of the organization. The position will assist the members of the Leadership Team to ensure that the organization has the financial resources needed to further its mission.

The Chief Development Officer will oversee a team that is responsible for fundraising, donor relation activities, special events both internal and external, marketing and communications.

This position requires occasional evenings and weekends.

Responsibilities

- Create, implement, monitor and evaluate the strategy and annual plan for all development, communications, marketing and special event activities and ensures their proper execution.
- Accountable for the execution of the direct mail campaign and donor acquisition program.
- Supervise development staff and work with other divisions to ensure success of donor prospecting, individual donor programs, annual giving, planned giving, major gifts, foundation, corporate, direct mail, database management, special events and grant programs.
- Responsible for management of department staff to include performance coaching, professional development and employee evaluations.
- Create effective measurement tools to gauge the efficiency and effectiveness of all fund raising and development activities. Provide accurate and timely reports outlining the operational condition of the company specific to donor activities.
- Oversee communications related activities, including marketing, media and public relations, publications, marketing materials and electronic communication.
- Researches, develops and is successful in securing competitive grants.
- Managerial responsibility for maintenance of the donor database and works in conjunction with all relevant staff to collect, input and produce valuable donor related reports.

- Serve as primary staff liaison to the Development Committee. Provide monthly report on fundraising and related efforts that enables the Board of Directors to monitor the progress of these efforts.
- Represent the Food Bank at events and meetings and in contact with donors and potential donors.
- Coordination of capital campaigns and endowment campaigns under the leadership of the Executive Director, working with the Board, staff and community volunteers to ensure the successful implementation of these programs. Oversees special projects and campaigns, e.g. development of new fundraising programs, restricted or special need campaigns.
- Contribute to strategic planning and other initiatives relating to Second Harvest's mission, vision and integrity as part of the management team.
- Motivate and encourage employees at all levels as one of the key leaders in the organization.
- Perform other duties as assigned by the Executive Director.

Job Specifications/Requirements

- Bachelor's degree in a related field.
- At least 5-7 years of executive-level experience; strong ability to interface with all members of leadership and the Board of Directors as needed.
- 3-4 years direct supervisory experience of development staff members.
- Demonstrated success in fundraising, marketing and public relations to include experience in major gifts and direct mail. Mastery of fundraising/relational management databases.
- Demonstrated ability to work in a fast-paced environment with multifaceted demands. Strong analytical thinking and problem solving skills. Proven ability to successfully handle multiple projects and meet critical deadlines. Results oriented and a passion for creativity.
- Strong working knowledge of all community-based funding sources and the ability to establish and maintain relationships that ultimately benefit the Food Bank.
- Strong grant writing and grant management experience with a proven track record in successful acquisition of grant-related funding.
- Excellent financial acumen in the areas of budgeting, grant-related funding management and reporting.

Job Preferences

- Grant writing experience
- Public speaking experience
- Planned giving experience
- Knowledge of constituents of Coastal Georgia; familiarity with foundations, city, county and state funding guidelines and application processes

Interested candidates should email or mail a copy of their letter of interest, resume and salary requirements to:

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 Human Resources Manager
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