



Director of Development/Capital Campaign Director

Organization: Merrimack Valley Food Bank
Job Title: Director of Development/Capital Campaign Director
City: Lowell
State: Massachusetts
Job Search Ends: April 30, 2022
Organization's Website: <https://mvfb.org>

The Merrimack Valley Food Bank (MVFB) is a community-supported 501C-3 non-profit organization that provides nutritious food and personal care items to emergency feeding programs serving the low-income, homeless, and hungry. We are one of four food banks in Massachusetts that serves food pantries, shelters, and meal programs that help individuals and families.

Position Summary:

Merrimack Valley Food Bank seeks a full-time Director of Development that will also direct its Capital Campaign. The ideal candidate will join a vibrant and inclusive community, will desire and demonstrate ability to work with a diverse population.

This newly-created position will be responsible for implementing and completing MVFB's overall development department activities and design a Capital Campaign toward constructing a new Food Distribution Center. The Director of Development/Campaign Director executes the Capital Campaign, working with the Executive Director, Assistant Executive Director, Development Admin Staff, Campaign Committee, and the Campaign Consultant. The ideal candidate is driven, organized, flexible, and has experience with major gifts fundraising, and running a successful capital campaign from start to finish.

Key Responsibilities and Duties:

The Development Director/Campaign Director will work closely with the Executive Director to establish and maintain the Development Department and support overall development goals to support the organization's mission.

When appropriate, the successful candidate will work with the Executive Director, Development Committee and Campaign Consultant to devise and implement a Capital Campaign to support MVFB's plan to retrofit a new facility in Lowell, MA.

Establish the Campaign's solicitation priorities, manage prospect lists, prospect research, and prospect tracking; Develop and execute cultivation plans, strategies including meeting requests, and metrics to monitor project success in collaboration with the Executive Director and Campaign Consultant; Collaborate with MVFB personnel and the Campaign Consultant to provide Campaign collateral and communications, specific materials for solicitation including print, web and social media platforms; Identify members, lead, and provide support to volunteers on the various Campaign committees; Provide guidance, prepare, and coach the Campaign Committee team when appropriate and be present during solicitations when required;

Work collaboratively to cultivate prospects, complete solicitations and prepare and submit grant proposals; Devise and direct cultivation and recognition events ensuring donor acknowledgment and naming opportunities, stewardship and as appropriate, public recognition; Other duties as assigned. This list is not to be considered all-

inclusive. The Executive Director may delegate other tasks as required to meet the needs and foster the mission of the MVFB.

All employees of MVFB are expected to work collegially and collaboratively within a community that values and celebrates diversity.

Required Qualifications:

Bachelor's Degree; Minimum of five years of professional fundraising experience, with a focus on Capital Campaigns; Proven track record of successfully securing significant gift support, with a focus on completing and closing six and seven-figure asks; Success leading and directing Capital Campaigns, and the ability to manage the Campaign budget; Excellent interpersonal, analytical and organizational skills and ability to prioritize and execute responsibilities in the face of conflicting priorities.

Proficiency in MS office, including Excel, PowerPoint, as well as in database management, analysis and reporting.

Only candidates that can provide documentation of being fully vaccinated will be considered.

Preferred Qualifications:

Experience working in a diverse environment; Demonstrated commitment to working with underserved communities, Personal qualities of strong work ethic, strategic thinking, and diligence; a sense of humor, tolerance for change, and a demonstrated ability to contribute to a positive culture; A team player with the ability to motivate others.

Additional Information:

Education: Bachelor's Degree required

Hours and Compensation:

Salary range depending on experience. This is a full-time, exempt position. Health care (70% paid by the organization), 11 paid holidays, sick time are offered, as well as up to 14 vacation days.. Access to a car and some weekend and evening availability are required.

Please include a letter of interest, resume, and list of three professional references with their contact information to Amy Pessia, Executive Director at apessia@mvfb.org

Finalist candidates must provide official transcripts/certifications.

Position Open Until: April 30, 2022, or until filled.

The policy and intent of the MVFB is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, status with regard to public assistance, disability, sex, or age. The MVFB intends to respond affirmatively in its employment practices. Affirmative action applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, transfer, training, compensation, benefits, layoff, recall, and termination. The MVFB seeks to do business with Agencies and Donors that encourage equal employment opportunity.