



DIRECTOR OF PHILANTHROPY

Description: Responsible for identifying, cultivating, soliciting, securing and stewarding major philanthropic gifts to Connecticut Food Bank. Reports to the Chief Development Officer.

General Responsibilities

Works closely with the Chief Development Officer, Chief Executive Officer and other key leaders to design and implement strategies to increase revenues from major donors and prospects.

Develops and manages a portfolio of approximately 100-150 qualified donors and prospects. Develops and implements cultivation, solicitation and stewardship strategies to nurture and maintain donor relationships.

Maintains personal contacts with donors and prospects, including face-to-face visits. Responds to referrals of and inquiries by major donors and prospects in a timely and well documented manner.

Keeps detailed, comprehensive and accurate records of contacts with all prospects and donors, following established protocols.

Helps recruit, train, coach, motivate and manage Board members and other volunteers to engage in solicitations and other cultivation/stewardship activities.

Support Chief Executive Officer and Chief Development Officer and other Connecticut Food Bank leaders for solicitations of \$50,000 or more. Develop briefing materials and written proposals leading to major gift solicitations.

Attend meetings of and provide staff support for staff, board and committee development task teams.

Other duties as assigned.

Qualifications: Must be able to contribute to a positive work environment with commitment to social justice. Ability to think strategically and understand contemporary philanthropy. Exemplary oral and written communications skills. Must be computer literate, including ability to use Microsoft Office, specialized donor management software and Internet-based research tools. Must be able to persuasively articulate values, information and present compelling cases to multiple audiences, including group presentations. Will be part of Connecticut Food Bank's public speaking/presentation team. Able to operate independently as well as be part of a team. Some weekend and night work required. Must hold valid driver's license and/or be able to travel throughout Connecticut. (Note: position will be located in Fairfield, CT.)

Requirements: Bachelor's degree in marketing, communications, business or a related field or an equivalent combination of education and/or experience that demonstrates knowledge of solicitation strategies, development, fundraising, philanthropy or non-profit marketing, plus a minimum of five years experience in fundraising that includes progressive success in securing and closing major gifts of \$10,000 or more.

Send cover letter with salary requirements and resume to:

Human Resources Department
Connecticut Food Bank
P.O. Box 8686
New Haven, CT 06531 or e-mail mjenkins@ctfoodbank.org

Connecticut Food Bank

P.O. Box 8686
New Haven, CT 06531

Fairfield Warehouse

t/203.256.1935

f/203.256.1648

Waterbury Warehouse

t/203.759.1919

f/203.759.1921

t/203.469.5000

f/203.469.4871

www.ctfoodbank.org

