**JOB DESCRIPTION**

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| **POSITION:** | Fund Developer |
| **FT/PT/Hours** | FT |
| **CLASSIFICATION:** | Exempt |
| **REPORTS TO:** | CEO |
| **SUPERVISES** | n/a |

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| **OVERVIEW:** |
| The Fund Developer identifies and implements strategies to secure financial support for the organization. Responsibilities include cultivating new and existing donor relationships, writing grant proposals, organizing fundraising events, and ensuring compliance with funding guidelines. Collaborating with the leadership team to achieve immediate and long-term financial goals to ensure the sustainability of Abound Food Care, the fund developer leads the creation of compelling fundraising campaigns. |

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| **ROLES AND RESPONSIBILITIES** |
| Annual Funding Plan* Develop annual organizational fundraising strategy and secure management/board approval.
* Evaluate progress toward goals and provide regular reporting to leadership and Board of Directors.

Donor/Prospect Engagement* Research and apply to corporations, foundations, and public entities for grant awards.
* Manage all aspects of post-award grants including reporting requirements.
* Lead and collaborate with staff on the management and planning of fundraising events and donor receptions.
* Develop and implement gift recognition policies.

Fundraising Operations* Establish systems, processes, and tools to maximize fundraising capacity including development and maintenance of donor management database.
* Develop print and digital marketing collateral related to fundraising in collaboration with the marketing department.
* Work with Marketing to ensure integrity of Abound Food Care brand in all communication pieces and efforts.
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| **SKILLS REQUIRED** |
| Education/Experience* 5+ years of fundraising experience, including experience closing major gifts and grant writing.
* Bachelors degree or equivalent relevant experience.

Knowledge/Competencies* Knowledge and experience in all aspects of philanthropy, including giving trends, benchmarks, and best practices; research; fundraising techniques and strategies; data analytics; and development operations such as gift processing, prospect and donor research, and fundraising reporting.
* Ability to develop and implement comprehensive fundraising strategies that include a range of funding sources.
* Possesses an existing set of ongoing relationships and a network of known donors, both individuals and organizations, that are a good fit for Abound Food Care.
* Excellent written and oral communication skills with ability to translate program information to effectively engage a variety of audiences.
* Ability to handle multiple projects simultaneously.
* Working knowledge of Microsoft Office suite.

Personal Qualities* Ability to engage people in a positive manner and build external relationships.
* “Self-starter” who drives results with minimal supervision.
* Possess a desire to create systemic change to create food secure communities.
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