

FUND DEVELOPMENT DIRECTOR

JOB DESCRIPTION



Position Type: Full time Non exempt
Position Level: Director
Functions: Fund Development

ABOUT NO MORE EMPTY POTS

No More Empty Pots (NMEP) is a grassroots non-profit corporation that connects individuals and groups to improve self-sufficiency, regional food security and economic resilience of urban and rural communities through advocacy and action. No More Empty Pots' vision is to support communities in becoming self-sufficient and food secure through collaboration and adhering to core values of education, stewardship, and sustainability.

ABOUT OUR CULTURE

All candidates for NMEP positions are evaluated on “get it,” “want it,” and “capacity to do it,” and the values: forward thinking, arable & adaptable, innovative & solution oriented, people centered & trustworthy, and dedicated. All candidates must have the ability to accept challenges, ability to prioritize, ability to problem solve, versatility in applying knowledge and skills, commitment to NMEP' mission, and dedication to reducing structural inequities. All NMEP staff are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices.

POSITION DESCRIPTION

NMEP is seeking a charismatic and curious leader who loves people and purpose. This person will work closely with the CEO to foster a culture of philanthropy through systems and procedures that support comprehensive organizational advancement including strategic donor engagement, major gifts, fundraising, grants, and campaigns. The director secures charitable contributions, ensures file and database accuracy, guides communications for internal and external stakeholders, delivers projects on time aligned with mission, integrity and intention. while maintaining accountability and compliance standards for donors and funding sources. This position will provide authentic leadership for a team of professionals supporting organizational advancement. Candidates must be local with the opportunity for some remote work. The Fund Development Director reports to the CEO.

Candidates for the Fund Development Director position should resonate or identify with the following qualities and traits:

- Ability to effectively and proactively communicate internally and externally
- Positive mindset that sees opportunities in diverse experiences
- Be detail oriented and deadline driven
- Passion for doing work driven by community need
- Self-starting while working independently and proactively
- Motivation for taking on challenges and solving problems
- Drive to take individual ownership of and expand upon job duties
- Confidence to ask questions and take calculated risks

TOP 5 JOB RESPONSIBILITIES

1. Seek, create, maintain and deepen relationships between key stakeholders and the organization
2. Develop and implement a comprehensive fundraising plan that meets or exceeds the organizational budget
3. Provide direction to Communications and Data Evaluation staff to support the execution of grant applications, grant reports, and fund development campaigns and materials
4. Supervise Grant Writing staff to ensure there is accurate tracking and timely response to grant opportunities and reports
5. Maintain detailed physical and digital records of donor information and interactions utilizing organizational donor tracking tools

75% ADVANCEMENT

- Create and implement a comprehensive data-driven fund development strategy that is documented and includes funding goals, campaigns, clearly articulated activities, timelines, and support roles that amplifies organizational advancement in collaboration with the CEO and relevant stakeholders
- Engage with and leverage the board finance committee and internal financials team to drive fund

development strategy

- Research, identify, respond to and manage funding opportunities that include a mix of unrestricted, restricted, contributed and generated revenue
- Ensure the execution of end-to-end processes are followed to meet all funding and reporting requirements
- Manage and implement a donor cultivation strategy that is documented and inclusive of a donor portfolio, donor engagement, and ongoing stewardship activities
- Ensure accuracy, security and integrity of donor files and database and provide prompt follow-up with acknowledgements while adhering to gift recognition policies
- Lead and support marketing, communications and evaluation staff to collect and manage content, data and materials for fund development and organizational advancement while ensuring the integrity of NMEP's brand and data policies
- Collaborate with the NMEP Guild in fundraising efforts
- Adhere to the highest ethical standards in management, governance, and fund development
- Convey a professional and positive image and attitude regarding the organization and nonprofit sector
- Demonstrate commitment to continued professional growth and development

10% GRANT TRACKING AND REPORTING

- Oversee adherence to compliance requirements of grant funded opportunities
- Ensure accurate tracking and timeliness of grant applications and reports
- Support communication of deadlines and cross team support that may be needed

5% PEOPLE MANAGEMENT

- Provide day to day guidance for the Grants Manager that supports the fund development plan
- Support the Grant Manager in communicating deadlines and cross team support that may be needed
- Engage in performance management for Grants Manager including providing feedback, professional development training, and ensuring that the role is supported in meeting performance goals
- Lead meetings, trainings, one-on-ones, and other activities to support clarity and teamwork

10% ADMINISTRATIVE

- Attend supervision and team meetings
- Respond to email and all communications in a timely manner
- Attend professional development training/workshops

OTHER DUTIES AS ASSIGNED

- Other duties as assigned

REQUIRED SKILLS, QUALITIES, AND EXPERIENCE

- Bachelor's degree in communications, nonprofit administration, or a related field with at least 5 years relevant experience and at least 4 years fundraising, project or program management or similar experience
- Associates degree in communications, business administration or related field with at 10 years relevant experience and at least 6 years fundraising, project or program management, CFRE credential or similar experience
- Highly skilled with Google Suite and Microsoft Office, donor databases like Salsa and Blackbaud and committed to learning new tools and skills in a tech-friendly environment
- Proven track record in fundraising
- Success in leading and managing a team of professionals
- Frequently communicates with staff, volunteers, donors, program guests, and others about program and organizational operations, policies, and products. Must be able to communicate accurate and relevant information
- Deadline driven. Has the ability to organize and manage multiple things at once and able to complete by deadlines.
- Plan and meet deadlines. Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player
- Access to transportation and local travel are required
- Knowledge and experience in the following areas: the nature and dimensions of philanthropy,

- ethics, motivations for giving and volunteering, research and cultivation practices, face-to-face solicitation, proposal writing, special events and direct mail, and development office functions including gift processing, prospect and donor histories, and fundraising reporting.

PREFERRED SKILLS, QUALITIES, AND EXPERIENCE

- Master's degree in marketing, fundraising, public administration, or a related field
- At least five years fundraising, donor management and/or fund development experience.
- CFRE (Certified FundRaising Professional) credential
- Success in leading and managing a team of professionals in marketing, communications, finance and evaluation
- A strong existing network in the Omaha community with funders, participants, and food system stakeholders.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- This is a high-stress position that helps set the direction and ensures the health of the organization. The individual is expected to be a competent fundraising professional and an excellent organizational development specialist.
- Plan and meet deadlines. Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player
- May need to move about buildings or different locations.
- Constantly works indoors
- Constantly operates a computer and other office equipment
- Occasionally moves materials weighing up to 30 pounds
- Flexibility to work evenings and weekends

ADDITIONAL JOB DETAILS

- **Compensation:** \$65,000 to \$80,000, commensurate with experience
- **Hours per week:** Full-Time 40 hours
- **Reports to:** CEO

TO APPLY

To be considered for this position, please submit a resume, cover letter and two professional references to No More Empty Pots at jobs@nmepomaha.org. Be sure to include why this position with No More Empty Pots is a good fit for you.

Black, Indigenous, Latinx and any people of color, LGBTQ+ identities and anyone with marginalized identities are strongly encouraged to apply.

No More Empty Pots does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.