



JOB DESCRIPTION

POSITION TITLE:	Director of Development
SALARY:	\$85,000 - \$95,000
FLSA JOB STATUS:	Full time - Exempt
REPORTS TO:	Executive Director
SUPERVISES:	Marketing Manager
BENEFITS:	Paid Time Off, Health, Dental, Vision, Life, Short Term Disability

POSITION SUMMARY:

Liberty's Kitchen provides pathways for New Orleans youth to create and achieve their vision of success through workforce training, leadership development, and support of healthy lifestyles. Food at the heart of our city's economy, culture, and future is our chosen vehicle for change. We train young adults aged 16-24 who are facing extraordinary challenges to access employment and education and develop their skills as leaders and mentors.

The Development Department engages key philanthropic audiences, builds relationships, and maintains a consistent and dynamic brand in order to secure the necessary resources to sustain and grow Liberty's Kitchen. The Director of Development's primary objective is to lead the organization's constituent engagement, relationship development, and fundraising program.

The organization's values are *Youth Centered, Belonging, Commitment, Collaboration, and Intentionality*. The incumbent should consistently embody these values as a model for youth.

KEY RESPONSIBILITIES:

Strategic Vision and Leadership

- Collaborate with the Executive Director on annual and long-term financial strategic planning to ensure organizational sustainability and advancement
- Support the Executive Director to cultivate each board member's committee and personal contributions
- Design and implement the organization's constituent engagement program, relationship development activities, and fundraising plan with support from Development Committee
- Oversee marketing and communication efforts with support from the marketing manager and the Marketing & Communications Committee

Board Engagement

- Collaborate with board members to harness their unique talents and contributions
- Support and participate in monthly board meetings, present the annual fundraising plan, and provide progress towards relationship development and fundraising goals
- Create additional reports as needed for use in board and committee meetings

Constituent Engagement

- Coordinate volunteer and constituent engagement opportunities
- Organize donor cultivation & stewardship events for loyal and prospective individual, foundation, and corporate donors
- Plan, organize, and manage donor events including the Guest Chef Night series

Individual Giving – Annual Fund, Leadership Annual Giving, and Major Gifts

- Manage the annual fund, which includes creating the end-of-year campaign and appeals (e.g. Give NOLA Day)
- Build a leadership annual giving program by identifying and soliciting prospects who have the philanthropic intent and capacity to give \$2,500-\$5,000 annually
- Identify, cultivate, and solicit major gifts prospects (major gifts are defined as \$20,000 or more per year)
- Express prompt gratitude and gift acknowledgement as well as document gift activity in the CRM
- Continue to grow individual giving through effective identification, cultivation, solicitation, and stewardship

Institutional Giving – Foundations and Corporations

- Maintain relationships with existing foundation and corporate partners through effective relationship development, impact reporting, and grant renewals
- Identify, cultivate, and solicit new foundation supporters
- Implement a corporate sponsorship program
- Maintain well-organized files of all grants and corporate sponsorship awards
- Coordinate grant compliance and impact reporting

Marketing and Communications

- Oversee the strategic vision and implementation of the organization's marketing, communications, and branding strategy
- Supervise a marketing manager, who creates and implements the marketing, communications, and branding strategic plan

REQUIREMENTS:

- Bachelor's Degree required
- 5-7 years of experience in relationship development and fundraising
- Experience managing an annual fund or major gifts program is preferred

- Experience working with foundations and grants is preferred but not required
- Excellent organizational and communication skills
- Must be proficient in basic technology resources like Microsoft Office and Google Suite
- Experience working with donor databases or customer relationship management (CRM) software, such as Salesforce, Funraise, or Bloomerang

SCHEDULE:

- 9:00AM - 5:00PM, Monday – Friday, with occasional weekends or extended hours

TRAVEL:

- Weekly travel by ground to meet with donors and potential stakeholders when appropriate
- May be required to attend conferences either in or out of town when appropriate

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 20 pounds, sit for prolonged periods of time at a desk or workstation, and stand for extended periods of time

WORKING CONDITIONS:

This role operates primarily in an office/educational setting with some exposure to routine restaurant kitchen environment; may be exposed to hazardous situations and conditions that produce cuts or minor burns, and can be exposed to hot and cold temperatures, such as working near ovens or freezers.

General Comments: This description is intended to describe the essential job functions and their requirements. It is not an exhaustive list of all duties, responsibilities, and/or requirements of the position. Other functions may be assigned, and management retains the right to add to or revise this job description at any time, with or without prior notice. Liberty’s Kitchen is an Equal Opportunity Employer. Employment is at-will, and this job description does not imply an employment contract.

Application Instructions:

Please submit your resume and cover letter to info@libertyskitchen.org.

Liberty’s Kitchen, Inc. is committed to providing equal employment opportunity to qualified persons without regard to race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, age, disability, military, veteran status of any other protected status or classification under federal, state or local law.

Executive Director Date

Human Resources Director Date

Employee Acknowledged and signed:

Signature Date

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