



DEVELOPMENT DIRECTOR

Posting Date: January 17 2023

Deadline for Application:

Location: Madison, Wisconsin; hybrid work environment

Reporting To: Executive Director

Work Schedule: non-exempt, 1.0 FTE, 40 Hours a week. Some evenings and weekends work may be required from time to time

Position Summary:

REAP Food Group is looking for a Development Director to plan, organize, and direct organization-wide development activities including annual fund, major gifts, corporate, foundation, planned giving, and special events. In close partnership with the Executive Director, the Director of Development will build and execute a philanthropic growth strategy to support REAP's programs and services. As REAP works to adopt community-centric fundraising principles, the Development Director will approach fundraising through an equity, inclusion, and justice lens in both internal policies and procedures as well as external relationships. For more information, visit our website: <https://reapfoodgroup.org>.

Who We Are:

REAP Food Group, a non-profit organization based in Madison, WI, believes we can transform communities, economies, and lives through the power of good food. We are passionate about creating an equitable, local, and sustainable food system. We strive to be curious, inclusive, catalysts for change, and collaborators. We do this by:

- *Advocating* for policies that support an equitable and environmentally sustainable local food system that drives social and environmental justice, improved health, and economic development;
- *Creating* and supporting markets, infrastructure, and strategies that connect local farmers to institutional and individual buyers;

- *Amplifying* community-led solutions to overcome structural barriers to accessing local food through the intentional inclusion of diverse voices; and
- *Celebrating* with the community through sponsored events that highlight Dane County's and southern Wisconsin's abundance of wholesome, locally raised food.

Who You Are:

You are mission-driven and believe in the power of transformative relationships and an equitable food system. You are an effective collaborator and story-teller, who is highly organized, has excellent communication skills, and loves to close the deal. You love to listen to people, learn their stories, and you share our commitment to bringing curiosity, inclusivity, collaboration, and fun to the work REAP does.

What You'll Do:

Donor Cultivation & Stewardship

- Support development of organizational collateral and donor-facing materials
- Lead prospect research to identify and cultivate prospective donors
- Meet with established donors to grow major gifts and monthly donor program
- Oversee gift processing, donor database management, prospect research, and reporting processes
- Collaborate with program staff to determine grant fundable projects and programs

Fundraising & Events

- Establish annual revenue goals in alignment with the organization's strategic planning
- Direct the annual fund program through direct mail and online fundraising appeals
- Manage and report fundraising metrics including overall donor count, new prospects, donor retention, proposals and reports, and new gifts/pledges
- Collaborate with Executive Director and Board of Directors to implement major gift fundraising strategies
- Oversee fundraising database (Little Green Light) and tracking system
- Plan annual fundraising events including sponsorship solicitation, ticket sales, and marketing including but not limited to:
 - End of Year Appeal
 - The Big Share
 - Harvest Dinner

Organizational Leadership

- Participate in Board of Directors Development Committee meetings by preparing bi-monthly meeting agendas
- Collaborate with Executive Director to distribute annual board commitment forms

Must Haves:

- 3+ years of experience in fundraising and track record of success with individual, foundation and corporate donors
- Demonstrated expertise in funding strategy development
- Excellent written and oral communication skills, with the willingness to make “cold calls” in order to cultivate, solicit and close charitable gifts
- Strong organizational skills, with the ability to effectively prioritize among competing tasks while maintaining attention to detail
- Ability to work with and motivate a broad range of audiences including major donors, community leaders, staff, and the Board of Directors

Would Be Nice to Have:

- Bachelor’s Degree or equivalent experience in nonprofit environment
- Proficient in donor database management, preferably Little Green Light

What Else You Should Know:

While REAP has a physical office space, staff have hybrid work schedules for all employees to benefit from the flexibility of remote work and camaraderie of in-office collaboration.

Compensation:

The salary for this position is \$55,000 plus health benefits. REAP employees are eligible for PTO and retirement plan participation upon hire with an employer match eligibility after 1 year of work.

To Apply:

If you require accommodation for the job application process do not hesitate to contact our team to let them know what type of accommodation you need. Note that we may only be able to contact candidates selected to move forward in the hiring process. Please email cover letter, resume, and writing sample (authored and related to a funding opportunity such as appeal letter, newsletter, etc) to jobs@reapfoodgroup.org. Applications accepted on a rolling basis until the position is filled, with priority given to submissions by February 6.

REAP Food Group values diverse life experience and is proud to be an equal opportunity employer. REAP strongly encourages applications from persons of color, women, LGBTQ individuals, persons with disabilities, and persons from other underrepresented groups whose background may contribute to effectively representing low-income people and underserved communities.