



# WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

## **Director of Development**

### **The Organization**

We Don't Waste believes nutritious food should be fed to people, not landfills. We reduce food insecurity and waste by rescuing food from venues, caterers, distributors, and restaurants, then delivering it free of charge to hunger-fighting local agencies in the Denver Metro area. We Don't Waste is a fast-growing and high-impact nonprofit organization that addresses hunger and food waste through an innovative recovery model.

### **The Opportunity**

We Don't Waste seeks a dedicated Director of Development to join our team in a full-time, exempt position reporting directly to the Executive Director. This role is crucial to ensuring that surplus food in our community feeds people, not landfills.

As a key leader within We Don't Waste, the Director of Development actively contributes to strategic decision-making and oversees all fundraising and development strategies. This position aims to secure approximately \$3,000,000 in operating revenue annually in partnership with the Executive Director, Development Team, and Board of Directors. The Director of Development will craft a comprehensive long-term development strategy, expand and diversify our donor base, and foster a culture of philanthropy across the organization.

Supported by our Senior Development and Events Manager, Senior Communications & Marketing Manager, and contract grant writer (with another staff member to potentially be added soon), the Director of Development collaborates closely with the Executive Director, Board of Directors, and various committees. The ideal candidate will demonstrate a proven track record in achieving ambitious fundraising goals. They will cultivate new relationships to enhance We Don't Waste's visibility, impact, and financial resources.

We seek an exceptional leader who sets high standards and empowers their team to exceed expectations. A strong commitment to sustainability, equity, and food access is essential for success in this role. Please note that we are a fast-growing organization and there is opportunity for growth in this position.

## **Responsibilities**

### *Development Strategy*

- Create and execute a comprehensive strategic development plan and budget for individual giving, major donor cultivation, foundation grants, corporate engagement, special events, and government support.
- Enhance corporate giving and partnerships; elevate current sponsorships and expand corporate giving prospects and programs, in collaboration with the Sr. Development & Events Manager.
- Lead revenue forecasting projections and goal setting for fundraising on an annual and ongoing basis.
- Work collaboratively across the team to ensure seamless execution of major gifts and campaign initiatives (including stewardship, cultivation, and cultivation events) that build the donor pipeline.
- Remain informed of developments in philanthropy and fund development as well as the general fields of management and the nonprofit sector; inform the Executive Director, development committee(s), and board on current trends, issues, problems, and activities in order to facilitate policy making. Recommend policy positions concerning fund development.
- Assist in assessing the viability and planning needed for new opportunities, such as a Young Professionals Group, an endowment campaign, etc.

### *Development Operations*

- Provide constructive coaching and guidance to a high-achieving team of professionals to ensure personal and organizational success.
- Lead development team in an inclusive and collaborative manner to create a culture of philanthropy and meet or exceed identified fundraising goals.
- Create revenue and expense budgets. Identify, benchmark, track, and utilize meaningful metrics to assess and improve donor retention, solicitations, and stewardship and achieve goals.
- Provide direction, accountability, and insight into a robust moves management system to track goals and progress.
- Track the progress of solicitations and ensure that proper records and documentation are implemented across the team.
- Develop and fine-tune systems to ensure donor stewardship, deliverables, recognition, and expectations are fulfilled for individual/corporate gifts and grants.

- Work with Sr. Communications and Marketing Manager to create and implement a multi-channel marketing and external communications strategy that increases engagement.
- Work with Sr. Development and Events Manager to guarantee high impact fundraising events (including annual signature event) and stewardship events.
- Partner with the Development team and Finance team to ensure all donations and pledge processing are handled to the highest levels of stewardship, accuracy, security and in a timely manner.
- Manage the fundraising budget, allocating resources effectively to support fundraising priorities and initiatives.

#### *Fund Development*

- Oversee all fundraising initiatives such as corporate and workplace giving, grants, major gifts, individual giving, events, and new fundraising opportunities.
- Identify, cultivate, and solicit major gifts from foundations, corporations and individuals for annual and capital campaign support. Develop and enhance strong relationships to build long-term commitment and support.
- Accelerate foundation giving, build relationships with key foundations and maintain and grow a robust grant calendar resulting in numerous successful proposals.
- Ensure cohesion on strategy with all major gifts for a successful capital campaign.
- Work strategically across the organization to ensure that programmatic and operational goals are represented in donor proposals and solicitations.
- Manage and personally solicit a portfolio of major gift donors and/or corporate partners, and coordinate the cultivation of new prospects.
- Represent the organization at public speaking engagements and external events, as needed.

#### *Organizational Leadership*

- Serve on the leadership team, contributing to organizational strategy and leading reporting on the development team's annual plan both internally and to the Board of Directors.
- Collaborate with the executive team, Board of Directors, and program staff to integrate fundraising efforts with organizational priorities. Communicate effectively with internal and external stakeholders to convey the organization's impact and funding needs.

- Help board members, leadership team, other fundraising volunteers, and staff identify, cultivate, and solicit charitable gifts.
- Work in a team-based environment where team members are supported appropriately to meet their individual goals along with collective ones.

### **Qualifications**

- Bachelor's degree with at least 5 years' fundraising experience developing strategies that include but are not limited to individual giving, corporate partnerships, grant sources, and foundations.
- Strategic and analytical thinking, strong capability for project management.
- Experience executing communication strategies.
- Experience developing and leveraging donor data from a donor relations CRM (Bloomerang or a similar system) to drive donor strategy and to assist with recognition, engagement, and stewardship.
- Experience building and managing high-impact teams, both direct reports and cross-functionally, that deliver measurable fundraising growth.
- Ability to build, influence and engage a wide range of donors and long-term relationships; extraordinary verbal and written communication skills.
- Experience in small- to large-scale fund development events.
- Demonstrated creativity in developing multiple successful philanthropic lines of communication and donor stewardship.
- Has a proven record of raising at least \$2M+/year (individually or in a high-level team role).
- Experience with grant administration, writing and reporting.

### **Desired Traits**

- Passion for We Don't Waste's mission
- Highly empathetic, collegial, and service-oriented
- Self-starter
- Good sense of humor
- Ability to be flexible with creative problem-solving skills

### **Salary/Benefits**

The salary range is \$80,000-\$100,000 annually, depending on experience. This position is primarily in-office, with some flexibility for remote work. Some evenings and weekends may be required to fulfill the duties of this position.

*Why Work at We Don't Waste*

- Paid time off! We Don't Waste offers three weeks of time for the first year of employment (accrued), 80 hours of sick time, 9 paid holidays AND our year end closure from Christmas Eve through New Year's Day.
- Retention of We Don't Waste staff is a priority! We provide increased vacation benefits for employees as a thank you for your service. In year 2, We Don't Waste offers 4 weeks of time off. In year 3, We Don't Waste offers 5 weeks of vacation and in year 8 We Don't Waste offers 6 weeks of vacation!
- Amazing benefits such as health insurance, dental and vision insurance, employer paid short term, life insurance plans and an IRA-matching program. We pay 100% of health premiums for employee coverage, 100% of employee vision coverage and 44% of employee dental premiums.
- Volunteer time off! Opportunities to volunteer in the community for up to 12 paid hours a year.

### **Application Process**

Qualified and interested candidates should submit a resume and brief cover letter/email to Katie Malarkey at [careers@wedontwaste.org](mailto:careers@wedontwaste.org). Applications received by August 9, 2024, will be given priority and the job posting will be removed from our website (<https://www.wedontwaste.org/get-involved/#careers>) when the position has been filled.

*We Don't Waste is an equal opportunity employer and seeks a diverse pool of applicants. We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.*

### **Reasonable Accommodation**

Applicants with disabilities may contact Human Resources via email to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time. Please contact We Don't Waste at [careers@wedontwaste.org](mailto:careers@wedontwaste.org).

### **EEO Statement**

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity, marital status, family status, pregnancy, or other legally protected status (collectively, protected statuses). We do not tolerate

unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

**Disclaimer**

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.