



POSITION TITLE: Director of Resource Development  
REPORTS TO: COO  
LOCATION: Flexible – Chicago Area or East/West Coast  
STATUS: Exempt/Full Time

### **ABOUT FRB**

**Foods Resource Bank (FRB)** helps vulnerable people in developing countries grow their own food and become self-sufficient. We do this through a portfolio of sustainable food security programs implemented across 29 countries through a network of 17 implementing partners. All of the programs focus on developing small-holder agriculture, often in the most remote and poorest regions of the world. We see agriculture as the solution to hunger experienced in much of the world. In 2014, FRB celebrated reaching more than 1 million people through its programs. By 2023 we hope to reach the next 1 million people.

**FRB’s Mission Statement:** As a Christian response to hunger, FRB links the grassroots energy and commitment of agricultural communities around the world with the capability and desire of smallholder farmers in developing countries to grow lasting solutions to hunger.

### **GENERAL DESCRIPTION:**

The Director of Resource Development provides leadership, strategic direction, implementation, coordination and priority setting to further the engagement and retention of current and prospective donors, and to foster long-term relationships with volunteers, donors, board and staff. Must be an excellent relationship-builder who is able to adapt his or her communication style to work effectively with a diverse range of internal and external stakeholders with multiple priorities.

Reporting to the COO, the Director of Resource Development is responsible for supporting FRB’s resource development plan by developing and executing strategies to both grow and diversify funding. He or she will work closely with the CEO, COO and the Board’s Resource Development Committee to plan and coordinate funding initiatives that are consistent with FRB’s mission and strategic plan. The Director of Resource Development will directly engage and develop both new and existing individual, foundation and corporate donors.

## **MAJOR DUTIES AND SPECIFIC RESPONSIBILITIES:**

### **Major Duties/Responsibilities include, but are not limited to the following:**

- In consultation with the COO and the Resource Development Committee, lead the resource development strategy and plan to grow individual, corporation and foundation giving.
- Cultivate major prospects and help solicit current or planned gifts in collaboration with board members, staff and volunteers.
- Seek out and develop innovative funding partnerships with organizations that are aligned with the mission of FRB.
- Oversee the full range of activities required to prepare, submit, and manage grant proposals to foundations, corporations and other sources.
- Develop and implement innovative approaches and strategies to expand FRB's donor base.
- Manage and continually evaluate systems of cultivation, solicitation, retention, acknowledgment, and recognition of donors and donor prospects; pro-actively share and/or develop knowledge of best practices in donor development.
- Participate in developing the annual operating budget, and oversee and report on the progress of meeting budget revenue projections.
- Serve as a support person for the Board's Resource Development Committee.
- When necessary, represent FRB at public events and makes presentations to donor groups, civic groups, and at other special events.

### **Other Duties and Responsibilities:**

- Promote high ethical and professional standards in all activities and with all staff and maintain ethical standards established for fundraising professionals.
- Participate in professional meetings and workshops to advance professional growth

## **POSTION REQUIREMENTS:**

**Education:** Bachelor's degree

**Experience:** Minimum 2-3 years of experience raising donations through direct solicitations in the not-for-profit sector (or equivalent) including: working with volunteers; direct involvement in the identification, cultivation, solicitation, and stewardship of gifts; and an ability to handle several projects simultaneously. Business development background will be considered.

### **Knowledge, Skills & Abilities:**

- Excellent interpersonal, verbal and written communication skills, including the ability to write and speak persuasively
- Able to interact effectively at various levels, as well as work with a wide variety of people and personality types; able to appropriately motivate and utilize volunteers
- Ability to be flexible and adapt to changing priorities

- Excellent organizational skills, including the ability to work with multiple projects concurrently, prioritize workload, and consistently meet deadlines
- Strong attention to detail and ability to work with a high degree of accuracy
- Self-starter with a high degree of initiative
- Ability to work well independently and as a member of teams
- Passion for fundraising and for communicating FRB's mission and value to various communities
- Sound judgment, excellent service attitude, and positive/professional demeanor
- Willingness to travel extensively; travel may include staying with volunteers and supporters
- Maintain confidentiality of donor information

Statements included on this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to this job. The statements should not be construed as an exhaustive list of responsibilities, duties, and skills required. A valid driver's license, clean driving record and ability to pass a background check required. FAIR LABOR STANDARD CLASSIFICATION: FTE Exempt (salaried)