



## POSITION ANNOUNCEMENT: Development Manager

**SPOON Foundation**, a young and growing global nonprofit, is the only organization dedicated to transforming nutrition and feeding for children living without permanent families and children with disabilities. SPOON empowers and equips families, communities, and institutions to safely feed and adequately nourish children impacted by disability and/or institutionalization. UNICEF and Ashoka recognize SPOON for its innovative approach and system-changing work that has catalyzed national policy change and yielded dramatic improvements in children's health and development.

SPOON is looking for a Development Manager with an entrepreneurial spirit to work in partnership with the leadership team and board to advance SPOON's global presence and impact.

### JOB DESCRIPTION

The Development Manager reports to the Executive Director/Co-Founder, and works closely with the leadership team (Executive Director, Director of Programs, Director of Finance & Administration) to implement and refine a fundraising strategy that aligns with SPOON's organizational goals and is integrated with our mission, vision and values. He/she is supported by an Administrative & Development Coordinator, and works collectively with the program team.

He/she will execute a comprehensive fundraising program in alignment with the strategic plan, for individual, corporate and foundation support. The duties and responsibilities of this position include, but are not limited to:

#### Major Donor Cultivation

In partnership with Executive Director/Co-Founder, and Board Chair/Co-Founder, develop, implement and maintain major gifts program:

- Steward and maintain current major donor portfolio
- Identify major donor prospects and work with staff and board members on cultivation
- Plan and manage cultivation opportunities with major donors including but not limited to events, one-on-one meetings, proposals, etc.

#### Annual Giving

- Develop strategies and implement plans for individual giving and the year-end annual appeal
- Develop fundraising collateral in collaboration with Administrative & Development Coordinator: monthly renewal communications, lapsed donor campaigns, e-newsletters, holiday card, etc.
- Supervise donor administration activities, including donor reports, donor database entry, renewal requests, updates, thank you notes, and other materials



- Supervise SPOON's social media and online presence ensuring timely and newsworthy content is available to constituency

#### **Grants**

- Identify and research possible funders
- Write and secure foundation grants in collaboration with SPOON staff
- Steward relationships with program officers and foundation leaders
- Write grant reports as required
- Develop and maintain calendar for submitting proposals and final reports

#### **Events**

- Set strategy and timeline for established fundraising events in Portland, Minneapolis and Chicago; and new events in new markets
- Manage planning of fundraising events
- Plan quarterly Open Houses at Portland HQ with Administrative & Development Coordinator

#### **Other Duties as Assigned**

- Oversee Administrative & Development Coordinator on fundraising and communication activities, and act as staff liaison to the External Affairs Committee and the Portland Community Leadership Council
- With Executive Director and leadership team, develop annual revenue goals, tracking progress closely to ensure that targets are met
- With Executive Director, develop and manage the fundraising expense budget
- Stay abreast of key issues and best practices in all relevant sectors (fundraising, communications, social media)

#### **KNOWLEDGE AND EXPERIENCE**

- 3+ years or more progressively responsible and successful experience in fundraising, grant writing, and other forms of generating support for a nonprofit organization
- Proven track record in securing individual and institutional gifts: Individual \$5,000 and over; Foundation/Corporate/Government \$25,000 and over
- Demonstrated ability and commitment to prospect, cultivate, and manage relationships with donors, and to manage support staff, volunteers and committees
- An understanding of what motivates current and prospective donors to respond to fundraising appeals
- Outstanding oral and written communication skills
- Knowledge of communications, marketing and branding preferred
- Solution-oriented approach to facing challenges and ability to work well under pressure, manage multiple deadlines and complex schedules
- Entrepreneurial attitude; results driven; and ability to work independently as well as collaboratively
- Knowledge and familiarity with fundraising best practices and current and emerging applications of technology for fundraising implementation



- Knowledge of local, regional, national and international foundations and corporations a plus
- Ability to engage staff, donors, and volunteers from diverse backgrounds
- Ability to develop and cultivate authentic relationships with donors, funders and constituents
- Self-directed and independent, but also effective collaborator and team player
- Proficiency in Microsoft Office suite and database management
- Passionate about SPOON's mission

#### ABOUT THIS POSITION:

- Full-time, exempt position; salary commensurate with experience
- Generous vacation and benefits, including health and dental
- Travel 10-15% of the time

To apply, submit cover letter, résumé/CV, and completed application form to [hiring@spoonfoundation.org](mailto:hiring@spoonfoundation.org).