

Development Manager

Food Literacy Center

Sacramento, California



About Us:

At Food Literacy Center, ***we inspire kids to eat their vegetables.*** Food Literacy Center came to life in July 2011 to fill a critical gap: we engage volunteers and staff to help individuals improve their knowledge, attitude, and behavior towards healthy food. Partnering with SCUSD and community partners, we teach food literacy education to 13 (and growing!) K-6th grade low-income schools, using fun, approachable lessons teaching kids to cook, about nutrition, and where their food comes from. Our kids become food adventurers!

Why our work matters:

- Despite being America's Farm-to-Fork Capital, Sacramento has a 40% childhood obesity rate, and many students and families live in food deserts.
- Diet-related diseases are preventable--if we eat our vegetables. But we have two generations of Americans who do not know how. That's where we come in.

We believe food literacy matters. Learn more about us at www.foodliteracycenter.org.

About this peachy position:

The Development Manager is part of a team of fundraisers and relationship builders working together to support Food Literacy Center's strategic plan. Reporting to the CEO, this role provides all operational and tactical support to the fundraising team by leading on donor cultivation, grant writing and reporting, and prospect research. Working highly collaboratively with the CEO, the Development Coordinator, board members, volunteers, and the Food Literacy Center staff, this is a fantastic role for a top-notch relationship developer, resource generator, and a highly organized, vegetable-loving team leader. This person is someone who loves fundraising and achieving goals but is also willing to scoop cat litter and get dirty on the farm!

Here's what you'll do as the Development Manager :

Support the fundraising efforts of Food Literacy Center to meet or exceed increasing revenue goals each year.

- Manage one development staff and intern to successfully accomplish their goals
- Oversee and lead on all grant writing and reporting in partnership with the program team, ensuring they are compelling, persuasive, and aligned with Food Literacy Center's brand and voice. 65% of our revenue comes from grants. This takes about 3 days a week.
- Manage contractors and pro-bono vendors. Provide ongoing stewardship of those relationships to propel the mission forward.
- Leverage the power of professional volunteers to meet the needs of the org, including volunteer fundraising committees.
- Design and implement major and individual giving campaigns, including opportunities to support our new cooking school.
- Lead individual giving programs and other relationship-based outreach. Includes major gift stewardship and cultivation, matching gifts, campaign strategy, United Way, Big Day of Giving, etc.
- Support events by ensuring the right people are in the room, individually cultivating donors, and providing planning support to the team.
- Prepare thorough and timely donor information and support to the CEO and Board so the team is successful in reaching revenue goals. This includes prospect research, meeting preparation, and other such tasks.
- Provide pipeline management and detailed donor reports via the database.



- Cultivate donor relationships by providing excellent customer service, preparing timely and engaging donor appreciation and cultivation, and engagement strategies.
- Help maintain a culture of philanthropy within the organization, including Board stewardship and engagement
- Collaborate with the CEO on other duties, strategies and initiatives as needed.
- Complete chores. As a team, we spend 1-2 hours per week maintaining our workspace, including cleaning, weeding, and other simple tasks that demonstrate care for the space we work in.

Food Literacy Center is a small nonprofit. As such, we have many shared responsibilities where all staff are required to pitch in. This includes cleaning our office, classroom and kitchen space. One day you might complete a grant, then take a break to power wash the tables on the porch. Willingness to jump in for any task is important at Food Literacy Center.

You'll exhibit these competencies:

Communication:

- You have compelling written and verbal communication skills. As an ambassador of the agency, you are an inspiring leader representing the brand and recruiting potential donors, volunteers, etc.

Project Management:

- You're a strong planner with a high level of detail orientation. You set priorities, anticipate future needs, and lean into challenges.
- You exercise discretion when making decisions and have a knack for understanding the best path forward.

Relationship Development & Management:

- You cultivate transformational, fearless, authentic and joyful relationships both inside of the organization and externally.
- You are savvy at creating opportunities for partners to engage and advance the work of Food Literacy Center. You thrive in a team atmosphere.

New Revenue Generation:

- Demonstrate a strong track record in ability to hit fundraising goals in rapidly growing organizations.
- Demonstrate success in cultivation.

Operations Management:

- Demonstrate a proficient ability to conduct research, to prospect, and to drive ongoing development efforts. Execute all work in a highly organized, accurate, and timely manner.

Achievement Orientation:

- With a strong desire to make things happen, you demonstrate an ability to meet and exceed goals with an eye for both quality and efficiency.
- You are creative and resourceful in your approach and know how to pull in the right resources to get things done well.
- You live up to the high standard the community expects of our nonprofit.

Discretion:

- Maintains confidentiality of executive-level information and donor's private information

Positive Attitude:

- Exudes a positive outlook and attitude, especially during stressful or difficult times. Maintain the joyfulness of the Food Literacy Center culture.



All about you!

You'll be successful in this position if you:

- Have a deep commitment to the mission of Food Literacy Center
- Are highly motivated, able to self-manage, flexible, able to multitask, and maintain the confidentiality of sensitive information
- Have proven success with at least 5 years of nonprofit fundraising experience
- Reflect our team's values and behaviors
- High degree of comfort with change and ambiguity
- Have an understanding or familiarity with local food, food systems, and nutrition.
- Have a bachelor's degree or equivalent experience

Extra points if you

- Have experience working in a small, innovative, growing team
- Have experience working with food literacy
- Have experience working with nonprofits
- Have basic cooking skills. (Home cooking is OK!)

Other things to know:

We offer a unique, healthy work culture that celebrates teamwork and vegetable eating!

- This is a regular, full-time, exempt position that is benefits-eligible. Compensation is competitive with a range of \$67-76K, DOE.
- This position works a minimum of 40 hours a week, and can be 50 hours during busy periods.
- This position is in-person with the option to propose a telework schedule.
- Given that we are a start-up nonprofit in growth mode, a flexible schedule is necessary. This position does require some nights and weekends, and availability during the end-of-year holiday giving season, including December 31.
- There is minimal travel required for this position. Expect to travel 1-3 times per year.
- You'll need to be able to lift 50 lbs of food. We often haul large bags of produce and supplies for our program.
- This position requires you to travel throughout Sacramento, so a California driver's license is required
- We love our veggies, and a vegetable costume may be worn on occasion!
- Because food literacy is at our core, we require all employees to successfully complete Food Literacy Academy certification and become a certified food handler. Food Literacy Center will provide the resources to certify you in these areas.
- Additionally, you must pass a Department of Justice background check and have a negative TB test.
- Proof of COVID vaccination and all boosters is required.

Ready to apply? Great!

Please submit a resume and thoughtful cover letter to amber@foodliteracycenter.org, subject: Development Manager. In your letter, please describe the most successful donation you ever secured--and tell us why you are proud of it. This position will remain open until filled. *No phone calls, please.*

Food Literacy Center is an Equal Opportunity Employer. We encourage applicants of a diverse background to apply.

Benefits include cell phone reimbursement, health care, and a generous PTO package.