JOB ANNOUNCEMENT: Development Manager

Position will remain open until filled

Organizational Overview: CCOF advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible.

CCOF is a nonprofit organization governed by the people who grow and make our food. Founded in California more than 40 years ago, today our roots span the breadth of North America and our presence is internationally recognized. We are supported by an organic family of farmers, ranchers, processors, retailers, consumers, and policymakers. Together, we work to realize a future where organic is the norm.

Position Summary: The Development Manager is an experienced fundraising professional who supports the Foundation Director in developing and implementing a full range of fundraising activities for the CCOF Foundation, a 501(c)3 charitable organization. Annual CCOF Foundation revenue is growing and expected to reach $1.5 million by the end of 2020. The Development Manager is responsible for implementation of development strategies outlined in the foundation workplan, including major donor cultivation and stewardship, grant writing, annual appeals, and events.

The Development Manager works closely with the Foundation Director and supervises a Development Associate. Limited resources are budgeted for contracted grant writing. Some shared administrative and marketing support (social media, data entry, editing, material production) is available to support development activities. The ideal candidate for this position is a strong team leader and writer who is passionate about organic agriculture. Excellent communication, managerial, and project management skills are required.

This position is an exempt status position reporting to the Foundation Director.

Position Responsibilities:

Strategic Management

• Ensure that the Foundation achieves annual fundraising goals and is positioned to expand programming and impact on an annual basis.
• Develop and implement annual development work plans that clearly identify responsibilities of each development team member with respect to fundraising, prospecting and donor stewardship.
• Systematize development activities and other efficiencies that support revenue growth and minimize development costs.
• Provide input into the forthcoming CCOF organizational strategic plan.
• Collaborate with partners across the organization (marketing/policy) as well as the CEO to support Foundation Director in developing events, communications, and projects.
• Supervise Development Associate and contractors while fostering a positive, productive and collaborative work environment.
• Promote a culture of philanthropy at the staff and governance levels of CCOF.

Fundraising
• Support Foundation Director and Development Associate in coordination and participation in donor stewardship and solicitation activities.
• Identify new areas for business and individual donor program expansion, such as planned giving and product sales percentage giving.
• Lead donor prospecting (identification of prospective donors) by developing and implementing consistent outreach/identification processes. Train staff in use of these processes and monitor effectiveness.
• Oversee and participate in solicitation, donor stewardship and reporting for existing business and individual donor portfolio
• Identify and seek grant opportunities (private foundation and government) that further the Foundation’s program priorities.
• In collaboration with Foundation Director, lead grant writing process and submission, including coordination of external partners and contractors
• Collaborate with cross organizational team to ensure that CCOF events support fundraising and stewardship goals.
• Together with Development Associate, plan and execute events specific to donor cultivation and recognition
• Guide and implement a comprehensive donor stewardship program, including regular analysis for efficiency and effectiveness.
• Represent the Foundation at donor-related convenings, conferences and community events.
• Administrative
• Oversee maintenance and ongoing development of a top-notch development donor and prospect database.
• Oversee internal development reporting.
• Support the engagement of the CEO, Foundation Director, board members and other staff in high-level donor solicitations by ensuring appropriate briefing materials and post-solicitation follow-up.
• Oversee all Foundation development gift acknowledgement, in collaboration with Development Associate.
• Other Assist with other projects as needed. Take on other duties as needed
Desired Qualifications:
- Bachelor’s Degree or equivalent experience
- Minimum 3 years of development/fundraising experience, including at least 1 year of team management
- Demonstrated record of success in meeting fundraising goals for organizations with budgets of $1 million or more annually
- Demonstrated knowledge of cultivation, solicitation and stewardship strategies and techniques for institutional and individual funders
- Superior written and oral communication and presentation skills, including experience speaking to and writing for donors and crafting compelling funding proposals and pitch materials
- Background in food and agriculture and strong commitment to CCOF’s mission and vision
- Strong organizational skills and attention to detail
- Experience supervising staff
- Ability to work in a dynamic, creative and fast-paced work environment
- Commitment to working collaboratively across departments to support shared organizational goals
- Working knowledge of donor data bases, ideally including Salesforce
- Occasional evening, weekends, and overnight travel
- Ability to lift 40 lbs. from ground to waist
- Own reliable vehicle available for work purposes

Compensation: CCOF takes pride in offering competitive pay and excellent benefits. The Development Manager’s starting compensation will depend on qualifications and experience.

Hiring Process: Applications will be accepted until the position is filled. Interested applicants, please submit the following documents to employment@ccof.org, with Development Manager in the subject line:

- Cover letter summarizing your interest in CCOF and the position, and qualifications
- Current resume
- List of three professional references

Incomplete applications will not be considered. No phone calls please. Only short-listed candidates will be contacted. Thank you for your interest.