



## Hawai'i Foodbank Job Description

**Job Title: Vice President of Development**

**Department: Development**

**Reports to: President/CEO**

**FLSA Status: Exempt**

**Last Review Date: August 2024**

**Approved By: President & CEO**

**Approved Date: August 2024**

**Supervises:** Director of Marketing and Communications, Director of Community Giving, Director of Advocacy, Director of Major and Capital Gifts, Director of Institutional Giving, Director of Annual Giving, and Campaign and Special Projects Officer

### **POSITION SUMMARY**

Hawai'i Foodbank is seeking a mission-driven leader to champion our efforts to end hunger in Hawai'i. As Hawai'i's largest hunger relief organization, we work with a network of 225 agency partners to provide food assistance across O'ahu and Kaua'i and partner with the Maui Food Bank and the Food Basket to serve the counties of Maui and Hawai'i Island. The Vice President of Development oversees a diverse range of functions and spearheads the Foodbank's efforts to develop and execute fundraising strategy, manage our marketing and communication strategies, secure funding from major donors, and leads a dynamic and growing team of Development, Marketing and Communications professionals.

The VP of Development will play a key role in helping Hawai'i Foodbank achieve greater reach and financial sustainability to carry out its mission to nourish our 'ohana today while working to end hunger tomorrow. Managing a team of fourteen, the VP is ultimately responsible for raising \$15MM-\$20MM annually from individuals, corporations, foundations, and government sources to meet the ongoing operational needs of the Foodbank. Additionally, the VP will play a critical role in spearheading a \$35MM capital campaign to build an expanded new facility on O'ahu that will dramatically expand the Foodbank's ability to not only meet the current and growing needs of the food insecure population in Hawai'i, but also enhance the Foodbank's effectiveness in disaster response, partnerships with local agriculture, and nutrition initiatives.

The VP of Development should be a skilled relationship builder, strategic thinker, and collaborative leader. He or she will be an integral member of the Foodbank's Executive Leadership Team, tasked with developing and executing strategy for the organization. The position also acts as an ambassador to promote the vision and mission of Hawai'i Foodbank

within the community. Additionally, this position will engage frequently with the Board of Directors and will manage the ongoing work of the Development Committee of the Board.

In close partnership with a highly engaged CEO, this position will build upon a strong financial footing and base of individual, institutional and government funders to secure the support needed to meet the needs of people across Hawai'i who are food insecure. This is a pivotal role for a highly motivated individual who thrives on building teams, scaling fundraising success, and making a large impact on their community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

### **Strategy Setting & Leadership**

- Create and implement annual comprehensive development and marketing plan, in partnership with the Development, Marketing and Communications team.
- Lead, supervise and motivate the Development, Marketing and Communications team, holding the team accountable for personal and team goals.
- In partnership with the Development, Marketing, and Communications team, as well as the CFO and the Executive Leadership team, develop and execute upon an annual budget with target organization-wide revenues of \$15-20 million annually as well as development, marketing, and communications team expenses.
- Work with the Board of Directors, providing updates on fundraising progress and engaging them in fundraising strategies and outreach when appropriate.
- Participate on the Executive Leadership Team, setting the overall strategic direction and priorities of the Foodbank.
- Become a knowledgeable ambassador for Hawai'i Foodbank with an understanding of the context, trends, and key players in the hunger relief space.

### **Fundraising & Relationship Management**

- Oversees successful implementation of fundraising strategies and activities to achieve annual fundraising goal including corporate relations, food drives and events, and government and private foundation grants.
- Foster strong, long-term relationships with a portfolio of foundations, high-net-worth and multilateral donors, understanding their priorities and aligning them with our mission.
- Design and implement effective tailored cultivation, solicitation and stewardship plans for prospects and current donors, utilizing a moves management approach.
- Personally solicit major and capital gifts of \$25,000+.
- Consistently increases annual revenue targets by 5-10% annually.
- Work with the Board and CEO to cultivate major and capital campaign donors.
- Represent Hawai'i Foodbank at community events, networking functions and fundraising activities to promote the organization and build relationships with potential donors.
- Work closely with board, campaign, and other fundraising volunteers to support the Foodbank's fundraising priorities.
- Oversee the development and execution of a planned giving program.

## **Communications, Marketing & Community**

- Working with the Director of Marketing and Communications, oversee the creation of all fundraising marketing materials, including newsletters, brochures, and annual reports.
- Oversee a comprehensive Digital Marketing Plan that includes all online channels that informs, motivates, and ultimately drives donations to Hawai'i Foodbank.
- Working with the Director of Community Giving, oversees the strategies and coordination of special events, food drives, and beneficiary events.
- Working with the Director of Advocacy, determine relevant, rising and critical issues and pursue opportunities for multi-faceted advocacy engagement to support hunger relief efforts; identify and pursue funding from government sources.

## **Operations & Systems**

- Continuously look for systems and tools that can help Hawai'i Foodbank to fundraise and communicate with our constituents more efficiently and effectively.
- Understand the data structure and usage of the current CRM (Raiser's Edge), NetSuite and other available internal and external data sources.
- Coordinate internal systems and processes to support prospect/donor management, pledge management, prospect/volunteer assignments, and stewardship.
- Assure donor database files are integrated and accurate, donor records and move management notes and activities kept, and donor commitments accurately recorded and communicated.

## **ABILITIES, KNOWLEDGE, AND SKILLS**

- Be able to work independently and with a team, have a strong work ethic, high degree of self-motivation, and working well under pressure.
- Be adaptable, collaborative, inclusive, respectful, and goals oriented.
- Possess exceptional time management, prioritization, and problem-solving skills.
- Communicate effectively, demonstrate leadership, exhibit professional integrity, take initiative, and value the mission/vision and strategic direction of Hawaii Foodbank.
- Comply with all federal, state, and company policies, procedures, and regulations.
- With team, present recommendations and assist in implementing quality initiatives.
- Provide support on any other duties, as assigned.

## **QUALIFICATIONS**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations made to enable individuals with disabilities to perform the essential functions. Working evenings, holidays, special events and project work and weekend hours as needed.

## **PHYSICAL DEMANDS:**

| <b>Physical Demands</b>     | <b>Not Applicable</b> | <b>Occasional<br/>1-33%</b> | <b>Frequent<br/>34-66%</b> | <b>Constant<br/>67-100%</b> |
|-----------------------------|-----------------------|-----------------------------|----------------------------|-----------------------------|
| Pushing:                    |                       | X                           |                            |                             |
| Pulling:                    |                       | X                           |                            |                             |
| Lifting:                    |                       | X                           |                            |                             |
| Ground to waist Height      |                       | X                           |                            |                             |
| Waist to Chest Height       |                       | X                           |                            |                             |
| Overhead Height             |                       | X                           |                            |                             |
| Carrying                    |                       | X                           |                            |                             |
| Sitting:                    |                       |                             |                            | X                           |
| Standing:                   |                       |                             | X                          |                             |
| Walking:                    |                       |                             | X                          |                             |
| Running:                    |                       | X                           |                            |                             |
| Stair Climbing:             |                       | X                           |                            |                             |
| Bending:                    |                       | X                           |                            |                             |
| Crawling:                   |                       | X                           |                            |                             |
| Squatting:                  |                       | X                           |                            |                             |
| Kneeling                    |                       | X                           |                            |                             |
| Stooping:                   |                       | X                           |                            |                             |
| Crouching:                  |                       | X                           |                            |                             |
| Climbing:                   |                       | X                           |                            |                             |
| Forward Reaching:           |                       | X                           |                            |                             |
| Twisting:                   |                       | X                           |                            |                             |
| Side Bending:               |                       | X                           |                            |                             |
| Overhead Reach:             |                       | X                           |                            |                             |
| Grasping:                   |                       |                             |                            | X                           |
| Handling:                   |                       |                             |                            | X                           |
| Finger Dexterity:           |                       |                             |                            | X                           |
| Vision:                     |                       |                             |                            | X                           |
| Hearing:                    |                       |                             |                            | X                           |
| Eye-Hand-Foot Coordination: |                       |                             |                            | X                           |

### **DESCRIPTION OF TASKS**

- Most tasks covered in essential duties and responsibilities.

### **COMMUNICATION DEMANDS:**

| <b>Communication Demands:</b>                                   | <b>Not Applicable</b> | <b>Occasional<br/>1-33%</b> | <b>Frequent<br/>34-66%</b> | <b>Constant<br/>67-100%</b> |
|---|-----------------------|-----------------------------|----------------------------|-----------------------------|
| The position requires talking to co-workers:                    |                       |                             |                            | X                           |
| The position requires talking to customers:                     |                       |                             |                            | X                           |
| The position requires written communication to co-workers:      |                       |                             |                            | X                           |
| The position requires written communication to customers:       |                       |                             |                            | X                           |
| The position requires talking to outside trade persons/vendors: |                       | X                           |                            |                             |

| <b>Communication Demands:</b>   | <b>Not Applicable</b> | <b>Occasional 1-33%</b> | <b>Frequent 34-66%</b> | <b>Constant 67-100%</b> |
|---|-----------------------|-------------------------|------------------------|-------------------------|
| The position requires written communication to outside trade persons/vendors: |                       | X                       |                        |                         |
| The position requires talking on the telephone:                               |                       |                         |                        | X                       |
| The position requires supervising others:                                     |                       |                         |                        | X                       |
| The position requires responding to written or verbal requests of co-workers: |                       |                         |                        | X                       |
| The position requires responding to written or verbal requests of vendors:    |                       |                         | X                      |                         |
| The position requires training/giving verbal instructions:                    |                       |                         | X                      |                         |
| The positions requires receiving verbal instructions:                         |                       |                         | X                      |                         |
| The position requires receiving written instructions:                         |                       |                         | X                      |                         |
| The position requires writing/composing written language:                     |                       |                         |                        | X                       |
| The position requires reading:  |                       |                         |                        | X                       |
| The position requires visiting/working at different worksites:                |                       |                         | X                      |                         |

### **DESCRIPTION OF TASKS**

- Most tasks covered in essential duties and responsibilities.

### **SUPERVISORY RESPONSIBILITIES**

- Provide guidance to team members and assist with problem resolution.
- Conduct or participate in performance evaluations of team members and provide feedback and recommendations to management.
- Minimum 10+years of management/Leadership experience required.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree (B.A.) from a four-year college or university.
- Minimum of 10 years in nonprofit development focusing on individual giving, major gifts fundraising and corporate/foundation fundraising or highly referable customer/client relationship management experience.
- A dynamic leader with a proven track record of successfully managing a fundraising team, meeting fundraising goals and cultivating donor relationships.
- A passion for addressing food insecurity.

- Excellent written and verbal communication skills, with the ability to articulate the mission and impact of the organization to diverse audiences.
- Highly organized with the ability to manage multiple priorities and deadlines effectively.
- Informed about industry trends and best practices in annual giving and fundraising, incorporating innovative approaches into strategies.

### **REASONING ABILITY**

- Ability to carry out a varied and wide range of written or oral instructions, from detailed to nebulous.
- Ability to deal with problems involving a few concrete variables in standardized and unique situations.
- Possess the ability to define problems, collect data, establish facts, and draw valid conclusions in the problem solving and decision-making process; ability to interpret an extensive variety of technical instructions; and ability to analyze all aspects of a situation and determine win-win outcomes.

### **EQUIPMENT, SOFTWARE, MACHINES, TOOLS, VEHICLES USED**

- Must have strong computer skills, including experience with Microsoft Office, Adobe Acrobat, teleconferencing/video applications, and familiarity with database management.
- Donor database proficiency required, with mastery strongly preferred (currently use Raiser's Edge).
- Working knowledge of wealth management, financial planning, tax and charitable gift laws, and recurring giving vehicles and methods.
- Insured vehicle with valid driver's license and clean driving record.

### **WORK ENVIRONMENT**

- Requires driving for off-site day, evening, and weekend meetings and events.
- Requires the use of computer, mobile, telephonic, etc. equipment.
- The noise level ranges from quiet to moderate to loud at times.

### **ADDITIONAL INFORMATION**

This job description in no way states or implies that these are the only duties performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have read and understand the essential duties, responsibilities and qualifications for this job and am able and willing to perform them accordingly.

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Signature

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Date

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Print Name