



**brighter**bites®

## **JOB ANNOUNCEMENT**

### **Director of Development, Full-Time**

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#### About Brighter Bites

Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that utilizes reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food. To learn more about Brighter Bites visit <https://brighterbites.org>.

#### Role

The Director of Development is responsible for the strategic planning, organizing and directing of all fundraising efforts for Brighter Bites. This role will be accountable for proactively identifying and implementing creative and thoughtful strategies to support the fundraising functions for the organization. The position is responsible for the management of donor data, collaborating with the Strategy and Finance teams, implementing development policies, managing the full cycle of all grants, overseeing data integrity, and collaborating with staff. This position works closely with the CEO and city leaders and reports to the Senior Director of Strategy.

#### Position Description

- Expert on all matters related to fundraising, grant-writing, philanthropy, and special fundraising events and campaigns. Analyze Brighter Bites' programming and planning needs, and work with the corporate team to develop and implement fundraising strategies. This includes leading prospect research and cultivating an audience of donors/stakeholders (individuals, corporations, foundations, government, civic groups, etc.). Fundraising includes unrestricted and restricted funding for the overall organization with specific and individual strategies to raise funds in current markets as well as prospective growth markets.
- Bring or develop new unrestricted and restricted funding opportunities to grow revenue through grants, major gifts, foundation, corporate support and events.
- Develop a pipeline for multi-year commitments.
- Prepare proposals, cover letters, budgets, and letters of inquiry for current and prospective foundations, corporations, institutions, and government funders, and create final packages for timely delivery in multiple markets across the country. Prepare and file all reports due to funders.

**The better we nourish, the brighter we flourish.**

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- Constantly collaborate with the Financial Controller to develop and administer long term operating and capital budgets, and ensure accurate grant allocation and timely spend-down.
- Lead the Board of Directors Development Committee and utilize Board members to advance fundraising efforts. Provide monthly fundraising reports to the Board, and prepare and deliver quarterly presentations to the Board.
- Develop and maintain effective communication and relationships with past, current and potential donors, providing personalized opportunities, invitations and communications as appropriate. Manage preparation and recording of acknowledgement letters, track future actions, and file relevant paperwork.
- Serve as the voice and face of Brighter Bites within the donor community and with the partners that enable our program, and maintain a positive and strategic presence on Brighter Bites' behalf.
- Lead planning, preparation, and follow-up of special events.
- Manage Development Coordinator and oversee fundraising efforts across current and future Brighter Bites cities.

### Requirements

- Desire and passion in working with a mission-driven organization related to children and families.
- Excellent strategic thinking, written, oral and interpersonal communication skills.
- Experience with government grants, corporate and individual giving strategies.
- Bachelor's degree, in addition to at least three (3) years of development/fundraising/grant writing experience in the nonprofit and/or political spheres.
- Strong event and project management skills, an appreciation for meeting deadlines, and the foresight and organizational wherewithal to be proactive.
- Proven success in managing budgets and fiscal resources.
- Comfort managing teams and collaborating remotely across departments.
- Ability to work with various stakeholders.
- Willingness to work occasional flexible hours.
- Ability to travel 10-15% of the time.

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We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law

*To apply, please send resume and cover letter to  
[meredith.spence@brighterbites.org](mailto:meredith.spence@brighterbites.org)  
 with "Development Director" in the subject line.*