



JOB ANNOUNCEMENT

Director of Development (Remote Position Optional)

About Brighter Bites

Brighter Bites is a national 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 and currently operates in 11 cities. Brighter Bites is an evidence-based, multi-component elementary school, preschool and summer camp program that utilizes a 3-prong formula: produce distribution, nutrition education and consistent exposure to fun food experiences through 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 fundraising to meet the annual budget for the organization. This includes 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 will lead the development team in collaborating with the Programs, Strategy and Finance teams. They supervise the Development team to manage all donations and the donor database, implement development policies, manage the full cycle of all grants, including follow-up reporting, and collaborate with staff.

Position Description

- Manage and direct all matters and staff related to fundraising (individuals, corporations, foundations, government, civic groups), grant-writing, and special fundraising events and campaigns for all current and future Brighter Bites cities. Specifically, applicant must have experience and knowledge of both unrestricted and restricted funding with the ability to seek and manage applications, cultivating and reporting on them.
- Collaborate with the Brighter Bites Corporate Team to develop and implement fundraising strategies. This includes leading prospect research and cultivating an audience of donors/stakeholders, as well as working with the Director of Finance to develop, understand and administer long term operating and capital budgets, and ensure accurate grant allocation and timely spend-down.
- Create strategies to raise funds in current markets as well as prospective growth markets. This includes one time and 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. The Development Team is responsible for preparing and filing all reports due to funders.

- Maintain responsibility for managing the monthly reconciliation of the donor database to the general ledger and support the annual financial audit for all information relating to contributions.
- Manage the Board of Directors Development & Brand Awareness 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 the planning, preparation, and follow-up of special events.
- Other duties as assigned.

Requirements

- Desire and passion in working with a mission-driven national non-profit organization related to nutrition and healthy lifestyles for children and families.
- Excellent strategic thinking, written, oral and interpersonal communication skills.
- Experience with government grants, restricted and unrestricted grants, corporate and individual giving strategies.
- Minimum of Bachelor's degree in addition to at least five years of leadership and 10 years total in development/fundraising experience in the nonprofit sector.
- 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.
- Proficiency in Microsoft Office Suite.
- Experience in utilizing donor database software - Blackbaud Raiser's Edge is a plus. preferred.
- Ability to work with various stakeholders.
- Willingness to work occasional flexible hours.
- Access to high speed internet to facilitate video conferences.
- Ability to travel 10-15% of the time.

Brighter Bites provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This

policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

*To apply, please send resume and cover letter to
stephanie.cox@brighterbites.org
with "Director of Development" in the subject line.*

The better we nourish, the brighter we flourish.

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