



We are seeking a Development Manager

Do you have a passion for food justice, raising money, and collaboration? Are you looking for a job where you can use your fundraising skills and management experience to work on an innovative team to impact emergency food resources for the entire county?

OUR STORY: Emergency Food Network's (EFN) mission is to provide Pierce County with a consistent, diverse, and nutritious food supply so that no person goes hungry. EFN, located in Lakewood, WA, was established in 1982. Each year, we distribute over 14 million pounds of food and serve over 75 partner food pantries, meal sites, and shelters. The food comes from a variety of sources including donation, purchasing, and government distribution programs. Our Board of Directors and Ambassador Board are active and engaged. Diversity, Equity, and Inclusion are central to our agency vision, and we include all staff and board members in this ongoing work and training.

SUMMARY DESCRIPTION: EFN is seeking an experienced, full-time Development Manager who will manage key fundraising activities including staff oversight, event implementation, and donor expansion. The Development Manager is part of the Development Team and will work with the rest of the EFN management team to address opportunities and challenges facing the agency. This position reports to the Development Director.

ESSENTIAL FUNCTIONS:

Annual Giving Oversight 30%

- Coordinate and implement persuasive giving campaigns, incorporating peer-to-peer fundraising, and including biannual appeals (Washington GiveBIG and Giving Tuesday), direct mail, and digital campaigns
- Collaborate with Development Director to track key performance indicators for the agency and the team to increase donor retention and revenue
- Uses relational fundraising to steward donors at various levels and identify new prospects, with a focus on growing mid-level donors

Planning and Execution of Fundraising Events: 25%

- In partnership with the Development Director, manages implementation of event plans for EFN's three annual fundraisers, which raise over \$600,000 annually
- Solicits, tracks, and manages items for Abundance Dinner and Auction in collaboration with outside vendors and contractors



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Management 20%

- Collaborates with the Development Director to set the strategic vision for the Development Department and partners on implementation
- Manages Development Coordinator and the Corporate and Foundations Relations Coordinator, including onboarding, performance evaluation, professional development, and ongoing support
- Participates in Directors and Managers meetings to advance the work of the agency, including its Diversity, Equity, and Inclusion initiatives
- Serves as staff lead for EFN's Ambassador Board, a volunteer board that supports EFN through volunteering and help with annual Empty Bowls event
- Utilizes a coaching mindset to promote growth and innovation within individuals and throughout the agency

Grants 20%

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals government grants at the state, county, and city level.
- Work with Corporate & Foundation Relations Coordinator to review all drafts, including project narratives, budget, and other supporting documentation, in a timely manner to meet grant application and reporting deadlines.

Agency Representation 5%

- Attends community meetings in accordance with contracts and opportunities
- Makes presentations about EFN to community groups and funders
- Advocate for EFN and food justice opportunities
- Engage with event donors, volunteers, and guests to ensure a positive experience

Other duties as assigned

COMPETENCIES AND SKILLS:

- 3- 5 years of fundraising experience, including event experience is a plus
- Bachelor's degree is preferred, commiserate experience will be considered
- One year minimum of management experience is required
- Excellent interpersonal communication, storytelling and grant narrative skills



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- Highly organized with ability to simultaneously manage multiple projects including the ability to focus on details and see tasks through to completion
- Working knowledge of prospect cultivation and solicitation process
- Ability to thrive both on a team and independently while embracing change, and being flexible but persistent
- Demonstrated ability to write, manage, and oversee government and foundation grants
- Knowledge of Windows Suite, CRM systems (DonorPerfect is a plus) we also use other fundraising and event platforms including Give Cloud, GreaterGiving, and RunSignup
- A passionate advocate for access to nutritious food as a key social justice strategy
- Commitment to EFN's agency values: Teamwork, Community Building, Family, Learning and Teaching, Serving Others, Service, Rooting for the Underdog, Justice
- Must have a valid driver's license

WORK SCHEDULE: The schedule is typically 8 am to 4:30 pm Monday through Friday. There are occasional weekend meetings and events. This job may be eligible for a modified hybrid remote schedule with up to 2 remote days per week depending on schedule and staffing needs after 90 days.

PHYSICAL DEMANDS:

Position requires continuous talking and listening, in person and by phone. Extended periods of sitting while using computer keyboard. Uses repetitive wrist and hand motions. Requires frequent standing, walking, and reaching. Requires ability to lift 25 pounds, alone or with a partner.

COMPENSATION INFORMATION:

- Full time position - \$32-\$35 per hour (\$66,560- \$72,800 annual) based on experience
- Benefits start accruing 60 days after employment and include:
 - 2 weeks of vacation accrued during first year, increases to 3 weeks' vacation in second year and each year after (up to a maximum of 4 weeks per year)
 - 8 hours of sick leave accrued each month
 - We provide medical (low deductible) vision, dental, short- and long-term disability, and life insurance
 - EFN currently covers 100% of the cost of the employee's insurance premiums
- EFN has a 403(b) plan and contributes 5% after the employee has been employed six months
- Ongoing opportunities for professional development, including monthly staff trainings



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HOW TO APPLY:

EFN invites applications from qualified individuals interested in working for a high-performance, mission-driven organization. Please submit your cover letter and detailed resume to jobs@efoodnet.org. Use the subject line Development Manager. Applications will be considered on a rolling basis until the position is filled. All applicants will be subject to a background check. Background check findings do not automatically disqualify you from employment. Applicants who are invited to a second round of interviews will be asked to submit a writing sample. This writing sample can be existing work or EFN can provide a brief prompt.

EFN is an equal opportunity employer. For more information about Emergency Food Network, please visit our website www.efoodnet.org.