DEVELOPMENT DIRECTOR JOB DESCRIPTION

SUMMARY

Outreach was founded in 2004 after an Iowa couple, on the verge of retirement, traveled to Tanzania to assist with a humanitarian project and witnessed the sickness and death of innumerable malnourished children. Upon returning to the US, they founded the organization which today is the largest, non-religious volunteer meal-packaging program in America.. In addition to addressing hunger in the US and abroad, Outreach also works to provide desperately needed clean water, medical care, education, and economic development opportunities. Outreach has earned Guide Star's Exchange Seal for transparency and a 4-star Charity Navigator rating.

The mission of Outreach is: To provide safe water, food, medical care and education to children and those in need at home and abroad. Outreach is funded by voluntary gifts from individuals, corporations and foundations, as well as proceeds from its meal packaging programs.

Outreach completed a strategic review for its organizational development plan. That review highlighted the organization's critical need to employ a Development Director – a new position. The role will provide leadership and vision for Outreach activities, including philanthropic initiatives, including translating its recently developed plan into measurable goals, objectives, and outcomes. The Development Director will report to the President and work in conjunction with the Executive Team in the areas of fundraising, public relations, marketing and sales. The position is full-time and will include weekend and evening hours, given its interaction with volunteers, as well as national and community leaders. The Development Director must have strong communication, leadership, teamwork, and fundraising skills, a steadfast work ethic and be able to travel nationally (and, occasionally, internationally) to grow this dynamic organization with a budget of approximately $5,000,000.

GENERAL RESPONSIBILITIES

Works with the President in the areas of fundraising, public relations, marketing and sales in the organization's mission:

- Responsible for helping lead Outreach in a manner that supports and guides the organization's direction and mission.
- Responsible for helping the President by providing all information necessary to make informed decisions

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization:

- Responsible for supporting the development of annual budget and monthly financial statements, which accurately reflect the financial condition of the organization in the areas of fundraising, public relations, marketing and sales.
- Responsible for supporting fiscal management that anticipates development and volunteer programs to operate within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position in the areas of fundraising, public relations, marketing and sales
- Responsible for fundraising and developing other resources necessary to support Outreach's mission.

Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through strategy and planning.

- Responsible for the enhancement of Outreach image by being active and visible among local business leaders, national corporations, and with other professional, civic and private organizations.
- Responsible for moving forward and expanding appropriately upon strategic plans to ensure that Outreach can successfully fulfill its mission into the future.

O**rganization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.**

- Responsible for the hiring and retention of competent, qualified staff within the areas of fundraising, public relations, and development areas of Outreach.

PROFESSIONAL QUALIFICATIONS

1. A bachelor's degree and five or more years of development and fundraising experience;
2. Transparent and high integrity leadership and a style that motivates people to work hard while having fun;
3. Solid, proven budget management skills including budget preparation, analysis, decision-making and reporting;
4. Strong organizational abilities including collaborating, planning, delegating, program development and task facilitation;
5. Five or more years experience in professional fundraising/development to include applied knowledge of fundraising strategies and donor relations with foundations, individuals, corporations, and other sources.;
6. Experience, interest and a proven track record with major gift fundraising;
7. Strong written and oral communication skills and appropriate self-confidence and maturity so as to effectively communicate Outreach's vision at all levels and across organizational lines in a manner inspiring to staff, board, donors and volunteers;
8. Demonstrated ability to collaborate with staff with a "hands-on" orientation to the workplace and supervision, and the humility to be willing to take on any task at any time.

ACTUAL JOB RESPONSIBILITIES

- Plan and operate annual budget.
- Implement and evolve the strategic plan for Outreach in the areas of fundraising, public relations, marketing and sales, evaluating existing programs, recommending new offerings consistent with the mission and vision of Outreach.
- Establish employment and administrative policies and procedures in the areas of fundraising, public relations, or key functions and for the day-to-day operation of the organization learning, modeling, and adhering to the values of Outreach.
- Serve as an Outreach spokesperson to the nonprofit community, the media and the general public, to position and strengthen Outreach's name recognition and reputation in the community.
- Work in partnership with the program staff to make certain that all participants in Outreach's humanitarian programs receive the highest quality of services through continued enhancement of programmatic excellence.
- Establish and maintain relationships with various organizations throughout Iowa and the nation and utilize these to strategically enhance the mission of Outreach.
- Identifying potential donors and otherwise increase the overall visibility of Outreach.
- Cultivate and sustain relationships with a wide variety of constituencies including current and potential donors, foundations and government sources, local businesses and community partners.
- Oversee fundraising efforts and, in time, engage other professional fundraisers in seeking annual, major, campaign and planned gifts.

SALARY AND APPLICATION DETAILS

Salary commensurate with experience and other qualifications

.Please send resume, three references, salary history and requirements, along with a cover letter of no more than 2 pages to hammer.floyd@gmail.com .Within your letter, please respond to the following:

1. Why is Outreach's mission of interest to you?
2. How do your experiences, personal strengths and leadership abilities prepare you for this position?

3. Describe a successful individual or corporate donor fundraising campaign with which you have been involved or provided a leadership role?

No phone calls or emails please (other than as specified above).