



POSITION ANNOUNCEMENT: Director of Development

SPOON Foundation is a young and growing international NGO based in Portland, Oregon. It is the first organization worldwide dedicated to improving nutrition and feeding for children in orphanages and foster care. Recognizing the unique and urgent nutritional needs of children who are impacted by disabilities and/or institutionalized care, SPOON is equipping governments and citizen organizations to protect these children from the debilitating – yet easily preventable – consequences of malnutrition and improper feeding. SPOON is a 501(c)(3) nonprofit organization, and our story can be found at www.spoonfoundation.org.

GENERAL POSITION SUMMARY

As a key member of our leadership team, the Director of Development will have responsibility for comprehensive planning, development, management and execution of SPOON Foundation's development/fundraising efforts. This individual will work closely with the Executive Director and the Board of Trustees to increase revenue through the personal solicitation of individuals, and the cultivation and solicitation of foundation and corporate support. This is a full-time, exempt position with potential to work remotely and will involve periodic travel. The Director of Development reports to the Executive Director (ED).

ESSENTIAL JOB FUNCTIONS

Design and manage a comprehensive fundraising strategy and program in collaboration with the Executive Director and the Board of Trustees.

- Provide leadership for SPOON Foundation's development efforts, working collaboratively with other departments and advisors to achieve the organization's goals.
- Develop and implement fundraising strategy in support of the organization and its mission.
- Lead a comprehensive fundraising program in alignment with the strategic plan, of major donor giving, corporate and foundation support, direct mail, online fundraising, events and other initiatives.
- Manage relational development, including donor cultivation, solicitation and recognition.
- Manage foundation and corporate giving, including identifying prospects, preparing proposals and submitting related reports in conjunction with the Director of Programs.
- Supervise and provide oversight of other annual development tactics, including direct mail, online giving campaigns, events, and new initiatives.
- Conduct ongoing analysis of fundraising strategies. Work to improve the financial return of existing initiatives, identify and implement new fundraising vehicles, and increase the profitability of fundraising activities.
- Serve as the lead staff liaison to the Development Committee. Participate in other Board Committees as needed.
- Work directly with Director of Finance & Operations on annual budgeting.
- Coach others in their development activities including Executive Director, Board of Trustees, and staff.
- Supports Board members to encourage their own giving and grow the partnership to support the annual fund, special events and special campaigns, as well as introductions to and solicitations from corporations and foundations.



KNOWLEDGE AND EXPERIENCE

- BS/BA in Business, Public Affairs, Marketing, Communications, Public Relations, or other relevant field
- 5 years or more progressively responsible experience as a nonprofit fundraising professional
- 5 years proven management and leadership experience
- Proven track record of achieving revenue targets and/or a quota of over \$300k annually
- Demonstrated ability to prospect, cultivate, and manage relationships with major donors
- Strong partnership-building and event planning skills
- Ability to work effectively in cross-cultural/global settings
- Previous experience developing and implementing a fundraising strategy
- Budget development and oversight capabilities
- Ability to create appropriate measurements to ensure productivity
- Ability to synthesize and translate data into written communications and actionable steps/decisions
- Strong oral and written communication skills, excellent presentation skills and able to serve as spokesperson for SPOON Foundation
- Ability to adjust to changes; availability to work flexible hours, weekends and travel as required.
- Good decision-making, problem-solving and independent judgment skills
- Knowledge of communications, marketing and branding a plus
- Proficiency in databases, word processing, PowerPoint, Excel, e-mail, basic Internet tools, and other technology relevant to program design and management in a virtual context
- A strong commitment to the mission and goals of SPOON Foundation

COMPENSATION: Competitive, DOE. Benefits include health reimbursement plan, generous paid time off policy, and flexible work schedule.

DESIRED START DATE: June 2014.

HOW TO APPLY: Submit cover letter, résumé/CV, [completed application](#) and two writing samples (one of which should be a grant proposal) to [hiring@spoonfoundation.org](mailto: hiring@spoonfoundation.org). Please address the characteristics of a successful candidate, as well as your qualifications, in your cover letter.