



**Food Connection** addresses food insecurity while making a positive environmental impact by rescuing surplus food and delivering it to those in need. Founded in 2015, it serves Asheville and surrounding areas by collecting excess food from catering companies, conference centers, restaurants, and universities. This effort not only helps feed people experiencing hunger but also reduces food waste and prevents unnecessary contributions to landfills.

## **Development Manager**

Full-Time | Salaried | \$50,000-\$65,000 DOE

Benefits include PTO, Wellness Reimbursement, Dental, Vision and Life Insurance

## **Overview**

Reports to the Executive Director / Manages the Grant Administrator

The Development Manager leads Food Connection in developing and implementing a strategic fundraising plan to grow our annual revenue, diversify our revenue streams, increase donor retention, lead stewardship activities and engage new donors. The person in this position will also provide guidance to the organization and grant writing support for sustainability-focused opportunities.

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## **Essential Duties & Responsibilities**

### **Fundraising**

- Collaborate with staff and the Fundraising Committee to develop and implement a strategic fundraising plan
- Maintain a comprehensive annual fundraising calendar and ensure that staff, board members, community partners, and volunteers are informed of key dates and events
- Work with Volunteer Coordinator and Fundraising Chair to recruit and engage fundraising committee members and volunteer leaders
- Lead Food Connection in our Annual Appeal Campaign including a detailed plan for email, snail mail, social media, newsletters, etc.

- Regularly assess fundraising programs and activities, providing the leadership team with detailed reports on performance metrics, donor engagement, and opportunities for improvement
- Partner with local businesses to grow our Business of the Month Campaign
- Identify and pursue Third Party Event opportunities, ensuring that each is value producing and aligns with our mission and values

## **Donor Relations**

- Cultivate and strengthen relationships with existing donors through regular communication and personalized outreach, ensuring they feel valued and informed about the organization's impact
- Develop and implement programs that recognize and celebrate donor contributions, including donor appreciation activities, newsletters and recognition in organizational materials
- Coordinate and oversee all donor correspondence, including thank-you letters, impact reports and newsletters, to keep donors engaged and informed about the organization's initiatives and outcomes
- Design and execute customized stewardship plans for major donors and prospects, outlining engagement strategies and touchpoints to enhance donor loyalty
- Assist in major gift solicitation, collaborating with executive leadership and board members to identify and approach potential major donors, providing them with tailored proposals and engagement opportunities
- Track and analyze donor data, maintaining accurate donor records and utilizing donor management software to analyze giving patterns, track interactions, and identify opportunities for increased engagement and support
- Monitor local and national trends in giving, staying informed about trends in philanthropy and donor engagement practices to ensure the organization employs best practices in donor relations
- Work closely with program staff to gather impact data and success stories to share with donors, demonstrating the tangible outcomes of their contributions

## **Special Events**

- Lead the planning, coordination and execution of signature fundraising events, ensuring all aspects of the events align with the organization's mission and fundraising goals
- Create and manage event budgets, ensuring cost-effective strategies are implemented while maximizing revenue generation through sponsorships, ticket sales, raffles, silent and live auctions
- Collaborate with the Fundraising Committee and Co-Founder to identify, cultivate, and secure sponsorships from local businesses and corporations, while creating customized sponsorship packages that emphasize the benefits of supporting the event
- Design and implement an engaging and memorable guest experience, from invitations and décor to entertainment and logistics, ensuring a high-quality event that reflects the organization's values
- Oversee the marketing and promotion strategies for signature events, utilizing digital platforms, social media, and traditional media to drive attendance and enhance visibility

- Work closely with the Volunteer Coordinator and Fundraising Committee to recruit, train, and manage event volunteers to assist with various responsibilities before, during, and after the event, ensuring a smooth operation
- Work closely with board members, donors, and community partners to encourage participation and sponsorship, fostering a spirit of collaboration and shared purpose
- Conduct and document post-event debriefs to evaluate success against goals, gather feedback, and identify opportunities for improvement for future events
- Implement a post-event stewardship strategy to thank attendees and sponsors, share the event's impact, and encourage continued support for the organization
- Maintain accurate records of event logistics, attendance, revenue generated, and donor engagement, providing reports to assess effectiveness and inform future planning

## **Qualifications and Skills**

- Bachelor's degree in Development, Operations Management, Nonprofit Management, Business Administration, or a related field (preferred)
- Proven experience in donor cultivation and stewardship
- Strong leadership and team management skills
- Excellent organizational and problem-solving abilities
- Ability to communicate effectively with diverse stakeholders
- Spanish-speaking capabilities (a plus)
- Knowledge of food safety regulations and practices (preferred)
- Proficient in Microsoft Office Suite, Google Drive, and other operational software
- Passion for reducing waste and addressing hunger in the community
- Experience in restaurant, food service, or food truck operations
- Proven record of organizing catered events (a plus)
- Ability to develop strong relationships with stakeholders and community members
- Prior experience engaging with diverse populations, including community members, staff, volunteers, and local agencies
- Highly organized and detail-oriented with a strong aptitude for fast-paced work
- Flexible availability and a positive attitude, enthusiasm, and energy
- Connections within the greater Asheville community (highly desired)

## **Why Join Food Connection?**

At Food Connection, you will play a crucial role in making a difference in your community by ensuring that surplus food is rescued and redistributed effectively. We offer a supportive work environment, opportunities for professional development, and the chance to be part of a dedicated team committed to fighting food waste.

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*Candidates must have reliable transportation, agree with Food Connection's non-discrimination policies, maintain professional personal appearance and be a congenial and professional brand ambassador representing Food Connection.*

*Food Connection is a living wage certified organization. Salary includes paid vacation time; no health insurance benefits are available at this time.*

*Committed to attracting and retaining a diverse staff, Food Connection will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.*