

THE BATTEN GROUP

Executive Search & Consulting

Los Angeles Regional Food Bank Job Description

Position: Chief Development Officer
Reports to: President/Chief Executive Officer

Position Summary

The Chief Development Officer (CDO) is responsible for fund development, marketing/communications and community relations activities to sustain and expand programs and services of the Los Angeles Regional Food Bank, which secures over \$60 million in donated product and \$17 million in contributions, government revenue and service fees annually. The CDO manages a staff team of 11, oversees ongoing annual, major donor, corporate and foundation giving efforts and organization-wide communications, and assures that strategic goals of major gifts development and capital development are met.

Position Duties and Responsibilities

Oversee all fund development and marketing/communications efforts. Develop and monitor annual fundraising plan, department budget, and ensure operation within budgeted guidelines. Hire, train, supervise, evaluate and manage department staff members. Create and present reports to the Board, funders and other groups. The organizational goal is to grow fundraising revenue from \$10.6 million annually to \$15 million by 2020. Execute on priorities for strategic development:

- Major Gifts – Enhance a program to move donors from direct mail and event supporters to \$10,000+ level contributors, capital donors and candidates for planned gifts.
- Capital Development – Ongoing support of capital development planning and donor cultivation to prepare for a future capital campaign.
- External Communications – Enhance the expansion of website communications, cause marketing and social media outreach.
- Increased visibility and prominence of the Food Bank as a leading L.A. nonprofit organization including review of the Food Bank’s brand.
- Internal Communications – Developing understanding among all departments of their importance to fundraising and the long-term impact of the Food Bank.
- Other responsibilities: Oversight and development of various fundraising revenue sources including online, direct mail, events, grants, tributes and cy pres, and coordinating efforts with Feeding America.

Candidate Qualifications

- Commitment to the mission, vision and values of Food Bank.
- Minimum ten years of demonstrated high-level leadership success developing and implementing comprehensive development programs of comparable size.
- Results-driven management skills and experience in budget development & fiscal accountability.
- Strong time, project management and presentation skills.
- Outstanding interpersonal, oral and written communication skills and high-level proficiency in use of standard information technologies.
- Bachelor's degree required, CFRE (Certified Fund Raising Executive) certification is desirable.

To view this position description online where you can apply and to learn more about our retained search partner, The Batten Group, please click the link [here](#).