

Job Description:

Development Director

About The Walworth County Food and Diaper Bank:

The mission of the Walworth County Food and Diaper Bank is to help neighbors in need build life security by providing food, milk, diapers, hygiene products and complimentary programs and services in an inclusive atmosphere. The Bank leverages resources, donations, and grants to optimize community impact. The Bank also provides food assistance to other food pantries in the county. The Bank is not a government agency and is not affiliated with the Walworth County public administration, it is volunteer-driven and privately funded.

Job Summary: Reporting to and in collaboration with the Walworth County Food and Diaper Bank (Bank) Executive Director, the Development Director leads all fundraising, grant applications, marketing, and development activities for the Bank.

Job Responsibilities:

- Develop and execute annual development plan, aligned with the Bank's strategic plan and annual objectives
- Lead new facility capital campaign, meeting key targets
- Develop and manage donor network and also all recognition and appreciation programs and donor database
- Support the long-term financial health of the Bank through building endowment and legacy giving programs
- Develop and execute annual marketing plan, aligned with the Bank's strategic plan and annual objectives
- Develop and execute marketing programs (newsletters, special events, speaking engagements, etc.) aligned with the marketing plan
- Oversee all grant writing and application processes
- Collaborate closely with all staff and volunteers at the Bank

Knowledge, Skills, and Attributes:

- Strong decision making and problem solving skills

- Creative approaches to fundraising and marketing
- Leadership, managerial, and project management skills
- Highly collaborative
- Persuasive and impactful writing ability
- Proficient in all Microsoft software systems
- Experience working closely with all types of stakeholders, including Board of Directors, volunteers, donors, corporate and community leaders

Key Qualifications:

- Bachelor's degree in related field
- Five plus years of related experience
- Demonstrated communication, fundraising, and marketing leadership experience
- Bilingual (English and Spanish) preferred

Salary: \$60,000 - \$70,000 depending on experience

Location and Job Type: Elkhorn, Wisconsin; Full-Time Exempt