



## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>Development Director</b>
<b>FLSA JOB STATUS:</b>	<b>Full time - Exempt</b>
<b>REPORTS TO:</b>	<b>Executive Director</b>
<b>SUPERVISES:</b>	<b>Marketing Manager</b>
<b>BENEFITS:</b>	<b>Paid Time Off, Health, Dental, Vision, Life, Short Term Disability</b>

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**POSITION SUMMARY:** Liberty's Kitchen provides pathways for New Orleans youth to create and achieve their vision of success through workforce training, leadership development, and support of healthy lifestyles. Food at the heart of our city's economy, culture, and future is our chosen vehicle for change. We train young adults aged 16-24 who are facing extraordinary challenges to access employment and education and develop their skills as leaders and mentors. The Development Department intentionally engages key audiences and maintains a consistent and dynamic brand, both internally and externally, so that we are able to secure the necessary resources to sustain Liberty's Kitchen's impact on our community and continually grow. The Development Director's primary objective is to lead the organization's constituent engagement. The organization's values are: Youth Centered, Belonging, Commitment, Collaboration, and Intentionality. Consistent and accurate modeling of Liberty Kitchen's values are essential to achieving our vision of creating a community where every young person has a chance to succeed.

### **KEY RESPONSIBILITIES:**

#### Strategic Vision and Leadership

- Collaborate with Executive Director on annual and long-term financial strategic planning to ensure organizational growth and sustainability
- Collaborate with Executive Director to develop innovative promotional opportunities
- Support Executive Director to cultivate and manage board members' individual and committee contributions
- Work with the Board of Directors to effectively communicate fundraising goals and support the Board's efforts in reaching goals and building a major donor base
- Lead the Marketing and Communications to provide organization guides, promotional collateral, and marketing and communications for Liberty's Kitchen's operations
- Lead, with Development Chair, the Development and Marketing Committee to facilitate board involvement in fundraising and marketing efforts

#### Development and Relationship Building

- Cultivate existing and new donor relationships
- Build and maintain relationships with potential and new partners in the community
- Ensure organization reaches its annual fundraising goals

- Research and cultivate prospective foundations, individual, government, and corporate supporters
- Research funding opportunities and mission-aligned foundations
- Track donation data to inform strategic direction and effectiveness
- Maintain annual calendar of grant application and report deadlines
- Process all received award agreements, including notifying finance, programs, marketing, and operations staff of grants received and providing them with relevant information to ensure compliance and effective implementation
- Maintain meticulous and well-organized files of all grants received and accompanying paperwork to ensure compliance and ease of access to information
- Produce and provide appropriate acknowledgment of gifts received
- Maintain electronic files of all acknowledgments in case of donor inquiries or an audit
- Work on special projects related to donor engagement, foundation requests, and visibility
- Develop and manage gift and donor stewardship cycle

### Fundraising

- Plan and oversee management of annual gala and donor events
- Plan and oversee quarterly Guest Chef Nights
- Manage fundraising campaigns such as annual EOY appeals, Give NOLA Day, Giving Tuesday, 828 Giving

### Board Engagement

- Participate in monthly board meetings, present strategic fundraising plans, and provide updates on donor reports, annual reports, and track goals and determine areas of opportunity
- Support the preparation of reports for use in board and executive meetings, and for use in donor and foundation communications.
- Assist with agenda preparation, scheduling, take the meeting minutes, set-up meeting space and refreshments, and other tasks associated with board, committee, and/or donor meetings
- Support the governance and growth in impact of the Board of Directors
- Work with each board member to achieve individual action plans to make Liberty's Kitchen a stronger organization

### Marketing and Communications

- Provide effective signage and other collateral to ensure organization reaches its annual fundraising goals
- Facilitate newsletter in collaboration with Executive Director and Marketing Manager to raise awareness of major organizational news.
- Manage the ongoing maintenance and evolution of our website and social media
- Manage external communications such as press releases and media appearances
- Manage marketing and branding
- Provide guidance along with Marketing Manager on resources needed to ensure consistent brand experience
- Manage the marketing strategy

### Internal Operations

- Oversee volunteer program and system to ensure high engagement and meaningful use of talents

- Conduct on-sit tours and respond to general inquiries about Liberty's Kitchen
- Other duties as determined by the Executive Director and needs of the organization

**REQUIREMENTS:**

- Bachelor's Degree required
- 5 years of experience grant writing, researching, and managing grants required
- 5-7 years of experience working in donor cultivation, major gifts, and grant writing for a nonprofit organization required
- Excellent organizational skills
- Competencies in the following:
  - Customer and interpersonal relationships
  - Administration and management
  - Grant Writing
  - Budget Management
  - Communications and media
  - Personnel management
  - Speaking, writing and active listening
  - Social perceptiveness, persuasion, critical thinking and complex problem-solving
- Must be proficient in basic technology resources: Microsoft Office, Google Suite, data management software
- Deep knowledge and ability to communicate the mission and vision of Liberty's Kitchen
- Master's degree in communications, public relations, or related field preferred
- 3 years of marketing and/or communications experience preferred
- Experience working with donor databases or customer relationship management (CRM) software, such as Salesforce preferred
- 5 years of experience developing and overseeing the execution of organizational strategy preferred

**SCHEDULE:**

- 9:00AM - 5:00PM, Monday – Friday, with occasional weekends or extended hours

**TRAVEL:**

- Weekly travel by ground to meet with donors and potential stakeholders when appropriate
- May be required to attend conferences either in or out of town when appropriate

**PHYSICAL REQUIREMENTS:**

- Must be able to lift up to 20 pounds, sit for prolonged periods of time at a desk or workstation, and stand for extended periods of time

**WORKING CONDITIONS:**

This role operates primarily in an office/educational setting with some exposure to routine restaurant kitchen environment; may be exposed to hazardous situations and conditions that produce cuts or minor burns, and can be exposed to hot and cold temperatures, such as working near ovens or freezers.

**General Comments:** This description is intended to describe the essential job functions and their requirements. It is not an exhaustive list of all duties, responsibilities, and/or requirements of the position. Other functions may be assigned, and management retains the right to add to or revise this job description

at any time, with or without prior notice. Liberty's Kitchen is an Equal Opportunity Employer. Employment is at-will, and this job description does not imply an employment contract.

**Application Instructions:**

Please submit your resume and cover letter to [info@libertyskitchen.org](mailto:info@libertyskitchen.org).

Liberty's Kitchen, Inc. is committed to providing equal employment opportunity to qualified persons without regard to race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, age, disability, military, veteran status of any other protected status or classification under federal, state or local law.