



***Position Leveling Notice:** The organization intends to fill one Development leadership position at either the Director of Development or Senior Director of Development level. Placement will be determined based on the selected candidate’s qualifications, leadership experience, fundraising expertise, and overall alignment with organizational needs. Candidates are encouraged to review both job descriptions and apply for the position that best matches their background and experience.

Apply at: <https://www.fbnn.org/about-us/careers/>

About the Food Bank of Northern Nevada

At the Food Bank of Northern Nevada, we believe that no one should go hungry, not today, not ever. Hunger isn’t just about food; it’s about dignity, opportunity, and the power of community. Every meal we provide is a step toward hope, a step toward equity, and a step toward a future where food insecurity is no longer a reality.

*We are a safety- sensitive, drug free workplace. *Not all positions at the Food Bank are considered Safety Sensitive, but those that are- are 100% drug free- per federal safety sensitive guidelines.*

Job Title: Director of Development

Job Purpose

The Director of Development (DOD) plays a central role in advancing the organization’s fundraising strategy and philanthropic growth. Reporting to and working in close partnership with the Chief Philanthropy Officer (CPO), the DOD helps design and implement comprehensive fundraising plans that support the organization’s mission, strategic priorities, and long-term sustainability.

The DOD provides direct supervision and leadership to the Donor Services and Insights Manager and two Gift Officers, ensuring a high-performing, donor-centered culture grounded in data, accountability, and exceptional stewardship. This role serves as a strategic connector across the Development Team and the broader organization, aligning fundraising efforts with programmatic impact and organizational goals. The DOD is a member of the Senior Leadership Team contributing to organizational strategy, culture, and decision making.

This role balances development strategy and operations (approximately 40%), team management and performance (approximately 30%) with donor portfolio management (approximately 30%).

Requirements

Special Conditions or Certifications of Employment:

- Must maintain compliance with Feeding America standards and applicable federal/state regulatory requirements.

- Must be able to work extended hours during audit season, year-end giving season (Nov-Dec), budget preparation, capital projects, and critical reporting periods.
- Valid Nevada driver's license and proof of insurance.
- Pre-employment Background Check Required
- Pre-employment Drug Screen Required

Required Education and Experience

- Bachelor's degree in nonprofit management, communications, marketing, business administration, or related field required
- Ability to analyze fundraising performance data and donor trends
- Ability to maintain confidentiality and exercise sound judgment
- Ability to manage donor portfolios and fundraising pipelines
- Excellent written and verbal communication skills
- Experience coordinating multiple fundraising projects and priorities simultaneously
- Experience managing donor relationships and fundraising portfolios (1M-3M)
- Experience supervising and coaching professional fundraisers and leading teams and team members to achieve goals
- Experience supporting fundraising campaigns, donor stewardship, and annual giving initiatives
- Experience using donor CRM systems and fundraising reporting tools
- Experience with donor portfolio moves management
- Minimum of 3–5 years of progressive nonprofit fundraising experience
- Strong relationship-building and donor stewardship skills
- Proven track record securing and stewarding major gifts
- Results-oriented with strong follow-through and accountability
- Strong collaboration and teamwork skills
- Strong organizational and project management abilities

Preferred Skills and Experience

- CFRE certification preferred or willingness to pursue certification within 1 year
- Experience in annual giving, mid-level giving, events, or corporate partnerships
- Familiarity with donor moves management practices
- Familiarity with Northern Nevada philanthropic community preferred

- Previous experience in a fundraising leadership position
- Experience implementing departmental work plans

ESSENTIAL FUNCTIONS, INCLUDE BUT ARE NOT LIMITED TO

Strategic Fundraising Leadership

- Partner with the CPO to develop and execute annual and multi-year fundraising strategies, goals, and revenue projections.
- Translate strategic priorities into actionable development plans across donor segments and fundraising programs.
- Monitor performance against goals and adjust strategies as needed to ensure success.
- Contribute to campaign planning and execution, including capital or comprehensive campaigns as applicable.

Team Leadership and Management

- Supervise, coach, and support the Donor Services and Insights Manager and two Giving Advisors (Gift Officers).
- Foster a collaborative, accountable, and high-performing team culture focused on results and donor experience.
- Establish clear expectations, performance metrics, and professional development plans for direct reports.
- Ensure alignment and coordination between frontline fundraising and operational support functions.

Donor Strategy and Engagement

- Support the cultivation, solicitation, and stewardship of key donors and prospects, including managing a select portfolio of 30-50 major and mid-level donors, primarily individuals but may include some foundations and companies.
- Partner with Giving Advisors to strengthen donor relationships and increase retention, upgrade, and lifetime value.
- Ensure consistent, high-quality donor communications and experiences across all touchpoints.
- Revenue Scope & Financial Accountability
- The DOD collaborates with the CPO to develop and manage the Development Department revenue and expense budgets.

- Along with the CPO and Development Team, the DOD is accountable for total annual contributed revenue performance, revenue diversification across donor segments and fundraising programs and appropriate stewardship of restricted funding.
- Revenue diversification across individuals, corporations, foundations, planned giving, and events
- Assists the CPO with multi-year revenue forecasting

Operations, Data, and Insights

- Work closely with the Donor Services and Insights Manager to ensure strong data integrity, reporting, and analytics.
- Leverage data to inform strategy, track performance, and identify growth opportunities.
- Ensure effective systems and processes for gift processing, acknowledgment, and donor management.

Cross-Functional Leadership

- Serve as an active member of the Senior Leadership Team, contributing to organizational strategy, culture, and decision-making.
- Collaborate with Marketing/Communications, Programs, Finance, and Operations to align messaging, impact reporting, and donor engagement.
- Represent the organization externally with donors, partners, and community stakeholders.

Knowledge/Skills/Abilities

- Passion for Food Bank of Northern Nevada's mission, vision, and goals
- Exemplary relationship-building and communication skills
- Results-oriented with the desire and ability to maximize fundraising activities and plan for future development needs and growth
- Capacity to work collaboratively in a fast-paced environment, handle multiple projects, meet deadlines, demonstrate strong organizational skills, take initiative, and be self-motivated
- Maintains a clean, well-groomed appearance and dress professionally appropriate for donor meetings and events
- Impeccable ethical fundraising practices
- Ability to work evenings and weekends as required

Salary Description

\$76,627 - \$90,000 (D.O.E.)

Job Title: Senior Director of Development

Job Purpose

The Senior Director of Development (S-DOD) plays a central role in advancing the organization's fundraising strategy and philanthropic growth. Reporting to and working in close partnership with the Chief Philanthropy Officer (CPO), the S-DOD helps design and implement comprehensive fundraising plans that support the organization's mission, strategic priorities, and long-term sustainability.

The S-DOD provides direct supervision and leadership to the Donor Services and Insights Manager and two Gift Officers, ensuring a high-performing, donor-centered culture grounded in data, accountability, and exceptional stewardship. This role serves as a strategic connector across the Development Team and the broader organization, aligning fundraising efforts with programmatic impact and organizational goals. The S-DOD is a member of the Senior Leadership Team contributing to organizational strategy, culture, and decision making.

This role balances development strategy and operations (approximately 40%), team management and performance (approximately 30%) with donor portfolio management (approximately 30%).

Requirements

Special Conditions or Certifications of Employment:

- Certified Fund-Raising Executive Certification
- Must maintain compliance with Feeding America standards and applicable federal/state regulatory requirements.
- Must be able to work extended hours during audit season, year-end giving season (Nov-Dec), budget preparation, capital projects, and critical reporting periods.
- Valid Nevada driver's license and proof of insurance.
- Pre-employment Background Check Required
- Pre-employment Drug Screen Required

Required Education and Experience

- Bachelor's degree required; advanced degree preferred
- Ability to lead cross-functional collaboration and organizational alignment
- Demonstrated ability to translate organizational priorities into fundraising execution plans
- Demonstrated success creating and executing comprehensive fundraising strategic plans including a variety of fundraising programs: annual fund, major giving, mid-level giving, monthly giving, foundation grants, government grants, and corporate giving and grants.
- Excellent communication and executive presentation skills
- Experience in implementing departmental work plans

- Experience overseeing donor stewardship systems, fundraising operations, and performance metrics
- Experience partnering with fundraising committees, advisory councils and/or board of directors.
- Familiarity with the northern Nevada and eastern California Sierra philanthropic environment and existing and emerging philanthropists in the region
- Minimum of 7–10 years of progressive nonprofit fundraising leadership experience
- Proven track record securing and stewarding major gifts
- Significant experience with donor portfolio moves management
- Significant Experience developing and managing departmental fundraising budgets, forecasts and revenue tracking
- Significant Experience supervising and coaching professional fundraisers and leading teams and team members to achieve goals (5-7 years)
- Strong donor relationship and portfolio management experience (3M-5M)

Preferred Skills and Experience

- Advanced degree preferred

ESSENTIAL FUNCTIONS, INCLUDE BUT ARE NOT LIMITED TO

Strategic Fundraising Leadership

- Partner with the CPO to develop and execute annual and multi-year fundraising strategies, goals, and revenue projections.
- Translate strategic priorities into actionable development plans across donor segments and fundraising programs.
- Monitor performance against goals and adjust strategies as needed to ensure success.
- Contribute to campaign planning and execution, including capital or comprehensive campaigns as applicable.

Team Leadership and Management

- Supervise, coach, and support the Donor Services and Insights Manager and two Giving Advisors (Gift Officers).
- Foster a collaborative, accountable, and high-performing team culture focused on results and donor experience.
- Establish clear expectations, performance metrics, and professional development plans for direct reports.

- Ensure alignment and coordination between frontline fundraising and operational support functions.

Donor Strategy and Engagement

- Support the cultivation, solicitation, and stewardship of key donors and prospects, including managing a select portfolio of 30-50 major and mid-level donors, primarily individuals but may include some foundations and companies.
- Partner with Giving Advisors to strengthen donor relationships and increase retention, upgrade, and lifetime value.
- Ensure consistent, high-quality donor communications and experiences across all touchpoints.
- Revenue Scope & Financial Accountability
- The DOD collaborates with the CPO to develop and manage the Development Department revenue and expense budgets.
- Along with the CPO and Development Team, the DOD is accountable for total annual contributed revenue performance, revenue diversification across donor segments and fundraising programs and appropriate stewardship of restricted funding.
- Revenue diversification across individuals, corporations, foundations, planned giving, and events
- Assists the CPO with multi-year revenue forecasting

Operations, Data, and Insights

- Work closely with the Donor Services and Insights Manager to ensure strong data integrity, reporting, and analytics.
- Leverage data to inform strategy, track performance, and identify growth opportunities.
- Ensure effective systems and processes for gift processing, acknowledgment, and donor management.

Cross-Functional Leadership

- Serve as an active member of the Senior Leadership Team, contributing to organizational strategy, culture, and decision-making.
- Collaborate with Marketing/Communications, Programs, Finance, and Operations to align messaging, impact reporting, and donor engagement.
- Represent the organization externally with donors, partners, and community stakeholders.

Knowledge/Skills/Abilities

- Passion for Food Bank of Northern Nevada's mission, vision, and goals
- Exemplary relationship-building and communication skills

- Results-oriented with the desire and ability to maximize fundraising activities and plan for future development needs and growth
- Capacity to work collaboratively in a fast-paced environment, handle multiple projects, meet deadlines, demonstrate strong organizational skills, take initiative, and be self-motivated
- Maintains a clean, well-groomed appearance and dress professionally appropriate for donor meetings and events
- Impeccable ethical fundraising practices
- Ability to work evenings and weekends as required

Salary Description

\$88,129.60 - \$104,000.00 (D.O.E.)

The following applies to both the Director of Development and Senior Director of Development positions:

Travel

- Ability to travel within the Food Bank's 90,000-square-mile service area in northern Nevada and the eastern California Sierra to engage with donors and prospective donors, which might occasionally require overnight arrangements
- Ability to travel occasionally for fundraising training and conferences

Position Type/Expected Hours of Work

- This is a full-time, exempt position.
- Days and hours of work are typically 8 am to 4:30 pm, Monday through Friday; however, this position requires occasional evening, weekend and on-call responsibilities.
- There will be occasional overnight travel to engage with donors and attend training and conferences.

Supervisory Responsibility

This position supervises three members of the Development Team: Donor Services and Insights Manager and two Giving Advisors (Gift Officers)

Work Environment/Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the

employee regularly works in an office setting approximately 30-50% of the time and is engaging with donors outside of the office 50-70% of the time.

While performing the duties of this job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle, feel, and type. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, stoop, kneel, crouch, or crawl. The Employee may need to occasionally lift 25-30 pounds. Vision abilities required by this job include close vision. Employee utilizes a computer in the performance of duties.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Benefits

- Competitive Salary
- Health, Dental, and Vision Insurance
- 403(b) Retirement Savings Plan
- 12 Paid Holidays per year & Generous PTO Accrual
- Short-Term Disability (STD)
- Long-Term Disability (LTD)
- Life Insurance
- AD&D
- Paid Education Reimbursement
- Paycheck Advance (On-Demand Pay)
- Training and professional development opportunities
- Friendly and collaborative work environment

EEO Statement

The Food Bank of Northern Nevada provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, The Food Bank of Northern Nevada complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.