



JOB OPPORTUNITY: Development Manager

FEEST is the Food Empowerment Education and Sustainability Team. We are a nationally recognized youth engagement organization that increases knowledge about food justice. FEEST's mission is to set the table for young people to transform the health and equity of their communities by gathering around food and working toward systemic change. We do this through organizing weekly youth-led improvised dinners at Evergreen and Chief Sealth High School and offering an internship program that cultivates our next generation of food justice leaders through community action projects.

We are looking to fill a new position for our organization, and bring on a Development Manager to help sustain our impact. The Development Manager needs to demonstrate a high level of initiative; show a passion for youth empowerment and food justice; and is someone seeking a unique opportunity for professional growth and leadership.

FEEST is primarily funded through contributed support from individuals, government contracts and private foundations secured through grant writing, stewardship, events, and direct mail solicitations. The Development Manager will play a critical role in coordinating and expanding the fundraising capacity within our board and staff, enabling FEEST to further our mission. This is a full-time (40 hrs/week) position located at our White Center office, and is supervised by the Executive Director.

There's lots of work to do in a growing organization. As a result, everyone pitches in regularly to get things done. While lots of work is a collaborative effort, there are distinct job responsibilities specific to the role of Development Manager.

Primary Job Responsibilities:

- Working in close collaboration with the Executive Director, develop and implement an annual development plan that sustains and enhances FEEST's impact
- Provide fundraising support to our Board of Directors. Regularly track and provide progress reports on fundraising efforts to staff and board
- Successfully research, write, and report on grants to support core programming and organizational priorities
- Generate content and manage communications such as strategic use of social media, bimonthly newsletters, brochures, and annual report
- Engage Executive Director in stewarding and soliciting our portfolio of major gifts, and prepare presentation materials for prospective donors
- Prepare all donor and volunteer related remittances and acknowledgements in alignment with the stewardship plan
- Be the creative and logistical driver of FEEST's fundraising and donor cultivation events; including but not limited to a Spring Major Donor Drive, GiveBig Campaign, and a Fall Annual Dinner



- Manage maintenance and tracking of our donor database / CRM
- Less than 10% of the role will be related to administrative and operational tasks to support the Executive Director and the organization overall.

Preferred Qualifications:

- Proven track record of successful grant writing, donor cultivation, solicitation, and stewardship
- A compelling storyteller and strategic thinker
- Excellent verbal and written communication skills
- Strong analysis on community driven policy and systems change that empower those most impacted by our broken and unsustainable food system
- Commitment to our core values of centering youth, people of color, and immigrants in the food justice movement
- Familiarity and experience with Seattle's philanthropic community is preferred as is familiarity with the Delridge/White Center communities
- Sense of humor and love for all things food, social justice, and youth empowerment

Reliable personal transportation is preferred, as the position occasionally involves local travel to meetings, schools, and community convenings or conferences.

We're a small but dynamic team, and looking for the right candidate to join our FEEST community. We value creativity, resiliency, and a fundamental belief that youth are brilliant solution makers.

Additional Information:

Applications will be accepted on a rolling basis and the position is open until filled. Priority will be given to applications received by Tuesday November 17, 2015. The start date is flexible with a goal of having someone in place early January 2016.

- Salary range: \$40,000-48,000/year DOE and full medical benefits
- We offer flex time and generous paid time off

We want to hear from you if this opportunity resonates. Using the information below, please send your printable cover letter and resume (.doc or pdf), relevant writing sample (successful grant, newsletter, annual report, letter of interest, or something similar) along with contact information for three references. Please no phone calls.

Subject: Development Manager Search

Email: jobs@feestseattle.org

FEEST is an equal opportunity employer; we strongly encourage people of color, women, LGBTQ, emerging young leaders, and immigrant and refugee candidates to apply.