

Director of Development  
Northern Illinois Food Bank  
St. Charles, IL

### **About Northern Illinois Food Bank**

Northern Illinois Food Bank (NIFB) acquires and distributes food to 537 agency partners and programs that provide food assistance to help more than 269,000 people living in poverty in 13 northern Illinois counties, outside of Cook County. As a leader in the Feeding America's network, NIFB's strategic objective of making nutritious food more accessible to hungry people is evident in special initiatives that include: Food Recovery, Youth Nutrition Programs, Cost Free Agency Deliveries, Express Stamps, Advocacy and Mobile Pantries. NIFB supports a diverse workplace that offers opportunities for both personal and professional growth. NIFB is seeking a Director of Development.

The Director of Development will be responsible for: developing and implementing the development strategy for Northern Illinois Food Bank (NIFB) in support of its current and long-term strategic objectives; for achieving annual fundraising goals as well as capital campaign goals; for effective management and development of staff engaged in all aspects of fundraising including capital campaign, major gifts, foundation and corporate fundraising, planned giving, grant writing, direct mail, and cause marketing campaigns. In addition, this position will lead the effort to increase Food Bank brand and hunger awareness throughout the service area by ensuring that appropriate resources are targeted toward public relations and marketing campaigns.

### **Duties and Responsibilities:**

- Plans and develops strategies and objectives of the development department to support the current and long-term strategic objectives NIFB.
- Oversee all aspects of fundraising including capital campaign, major gifts, foundation and corporate fundraising, planned giving, direct mail and cause marketing campaigns.
- Provide professional expertise and direction in all aspects of fundraising to the CEO, NIFB development staff and Board of Directors.
- Work with the CEO and Board of Directors to establish a presence in the community to increase the organization's visibility as a funding source for potential and current/past donors. Identifies opportunities and programs to engage new donors. Maintains relationships with current and past donors.
- Direct the public relations/communications function to develop marketing strategies to promote the organization's mission for donor cultivation.
- Directs the research and preparation of grants.
- Oversees the donor database and champions the continued population and expanded use of donor database functionality to better support the needs of the

organization.

- Oversee the maintenance and the continuous enhancement of NIFB website.
- Develop and oversee department budget.
- Other duties as assigned.

**Skills, Education and Experience:**

- Ten plus years experience in a fundraising and donor solicitation role with a demonstrated track record of meeting or exceeding fundraising targets.
- Three plus year must be in a management capacity with proven effectiveness in managing and developing staff.
- Bachelors Degree.
- Experience in all areas of development including: grant writing, major gifts, planned giving, direct mail, cause marketing and foundation and corporate fundraising.
- Experience leading a Capital Campaign preferred.
- Proven effectiveness in leading the public relations/communications function.
- CFRE Certification a plus.
- Proficient in Microsoft Suite as well as experience with a Donor Database.

Please send resume with cover letter to:

Email: [resumes@northernilfoodbank.org](mailto:resumes@northernilfoodbank.org)

Fax: 630-443-6916

Or mail to: Northern Illinois Food Bank  
Attention: Human Resources  
600 Industrial Drive  
St. Charles, IL 60174

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