



Position Description

Position Title: Director of Development
FLSA Status: Exempt
Department: Development

Incumbent:
Reports To: President & CEO
Updated:

Position Summary

Martha's Table (www.marthastable.org) is undergoing exciting growth and needed change. For 35 years, Martha's Table has worked to build a better future for children, their families, and neighbors in the District of Columbia by increasing access to healthy starts, healthy eating, and healthy connections. What began in 1979 as a place for children to receive free food after school gradually expanded into services that today help 18,000 people who are struggling against poverty, with the help of 14,000 volunteers every year. As it celebrates 35 years, Martha's Table is setting the table for the next 35 by opening an exciting new facility to serve the Hillside community in Ward 8. By expanding our network, Martha's Table will be building on our rich history, values, expertise, and results in order to address some of the greatest challenges facing District families today.

As we begin this next chapter of expansion and growth to two locations, it is imperative we have a strong team that is committed to the progression and growth of our mission to address some of the biggest challenges facing families in the district. Martha's Table is thinking bigger and growing bolder, and the Director of Development will play a key role in this advancement.

This position reports directly to the President & CEO and supervises a staff of seven. It is responsible for planning, implementing, growing, and evaluating the overall development program at Martha's Table based on the organization's short- and long-term plans for resource development. This position, with oversight of the President & CEO, develops the annual outcomes for the department and measures the performance of the department and its staff. This position is part of the senior management team and, with the other team members, will be involved in strategic planning and share responsibility for the overall management of Martha's Table, the promotion of its reputation, and the fulfillment of its mission.

Essential Duties & Responsibilities

A. Department Management

- Responsible for the design and implementation of Martha's Table's fundraising programs, including workplace giving, direct mail, major giving, planned giving, foundation, corporate, civic, faith-based, and special events. This also includes supervising proposal-writing and grant-tracking, as well as identifying new funding opportunities and implementing effective strategies

to diversify the funding stream. This will require \$7-11 million of private donations during the next few years.

- This individual leads board members, senior leaders, and the development team in the identification, cultivation, solicitation, and stewardship of individual, foundation, corporate, government, and other prospects.
- Develop and maintain relationships with high-level donors, foundation contacts, public organizations, volunteers, and other supporters of Martha's Table.
- Manage Development Operations team to ensure accurate and timely receipting, processing, tracking, and acknowledging. Supervise maintenance of the donor database, including appropriate back-up and accurate data entry and reporting.
- Ensure development, communications, and special events functions are mutually reinforcing in order to expand capacity for online fundraising, advocacy, and new donor acquisition.
- Responsible for department compliance with all laws, regulations, and permits, including those required for maintaining licenses in the District of Columbia.
- Responsible for training, supervising, and managing staff, consultants, contractors, and others performing functions in the department. This includes timely completion of staff performance evaluations and professional development plans.
- Responsible for working collaboratively with Finance & Administration Department as part of our regular financial reporting, including monthly reports and annual audit.
- Support Board fundraising.

B. Administration

- Establish goals with timelines and work plans for achieving them.
- Complete planning and budget responsibilities for long-term viability.
- Manage and stay within department's budget.
- Develop and implement a procedure for regular reporting and evaluation of Development's activities.
- Hire and terminate department staff consistent with Martha's Table policies and procedures.
- Responsible for departmental staff's knowledge of, and compliance with, Martha's Table policies and procedures.
- Ensure the maintenance of a safe, clean, and workable space for program participants, staff, and others in the department area, including emergency plans.
- Maintain appropriate and accurate records.
- Maintain professionalism in all departmental activities and outreach, as well as promoting confidentiality of privileged information.
- Manage the Apple Society giving program and grow to 350 donors at \$10,000 to upload in the next few years.
- Maintain a portfolio of \$50,000+ donors that includes 150 individuals as well as foundations
- Devote 10% of time to working through and expanding development strategy

C. External Relationships

- Responsible for developing and maintaining relationships with external partners, including other non-profits, schools, government agencies, coalitions, funders, and other supporters.
- Responsible for helping maintain and build Martha's Table's strong reputation.
- Responsible for representing Martha's Table at speaking and other public events.

Qualifications

Education

Bachelor's degree from an accredited college/university.

Experience

- Ten (10) years of fundraising experience in a fast-paced development department
- Five (5) years of experience managing a fast-paced development department
- A deep, broad knowledge of development, including all aspects of fundraising with a strong background in securing major gifts and diversifying funding streams.