



**Job Title: Development Director**  
**FLSA Status: Exempt**  
**Reports to: Executive Director**  
**Supervisory Responsibilities: None**

## **COMPANY DESCRIPTION**

Dreaming Out Loud's mission is to create economic opportunities for the DC metro region's marginalized community members through building a healthy, equitable food system. Dreaming Out Loud is rebuilding urban, community-based food systems through social enterprise, helping to increase access to healthy food and improve community health, develop low-income entrepreneurs and cooperatives, and train at-risk adult residents for sustainable, family-supporting wages.

## **JOB SUMMARY**

The Development Director is responsible for overseeing the planning and execution of the organization's development strategy in collaboration with the Executive Director. They will assume oversight of the organization's existing donor portfolio and work to expand it through the identification, cultivation and management of new donor relationships. They will also be responsible for identifying new, creative development opportunities for the organization.

The ideal candidate will have experience with managing their own donor portfolio; grant writing and reporting; and collaborating with internal and external stakeholders across the organization to develop fundraising solutions. Development experience within the food systems, or related field, preferred.

## **KEY RESPONSIBILITIES**

- Collaborate with Executive Director to create development strategy and goals along with systems for tracking and measuring progress
- Create donor engagement and retention plan for existing portfolio of donors
- Develop practices and processes for donor stewardship and cultivation
- Personally solicit gifts from existing and potential donors
- Develop strategies to expand the donor pipeline including major gifts, converting volunteers to donors, planning and hosting fundraising events, etc.
- Oversee and manage outsourced Proposal/Grant writer
- Plan and coordinate small events focused on engaging existing and prospective donors
- Build relationships with Dreaming Out Loud community in order to share their stories with and connect them to funders and prospective funders



- Serve as a point of contact for regional foundation funders and prospective foundation funders
- Ensure accurate and timely planning, reporting and management of grant proposals through the Grant Dashboard
- Explore and research additional financial resource development avenues including social enterprises, program revenue generation, etc.
- Assist the Executive Director with the management and maintenance of partner and funder relationships
- Manage donor and volunteer database including ensuring timely data entry and data integrity
- Work with the Executive Director to generate an annual report
- Other duties, as assigned

## **JOB REQUIREMENTS**

- Bachelor's degree plus 3+ years of grants and/or development experience; a combination of relevant training and experience will be considered.
- Experience or familiarity of food systems, urban agriculture, or related field, is preferred.
- Strong commitment to the advancement of marginalized communities in the District of Columbia.
- Strong interpersonal skills and ability to cultivate and maintain relationships with all stakeholders.
- Excellent written, verbal and presentation skills.
- Excellent track record with grant development for business startups.
- Ability to lead and delegate to others, as needed.
- High attention to detail and personal accountability for completing assignments/duties against work deadlines.
- Some experience managing outsourced consultant(s).

## **COMPENSATION**

Annual salary is up to \$70,000, commensurate on experience. Benefits included (health insurance, monthly cell phone allowance, monthly travel/commuting allowance).

## **WANT TO APPLY?**

Send your resume and cover letter with the subject line: LAST NAME - Development Director to [opportunity@dreamingoutloud.org](mailto:opportunity@dreamingoutloud.org) by **Friday, April 30, 2021**, for priority consideration. You may



also mail your response to Christopher Bradshaw, Executive Director, at 1325 G Street, Northwest #500 Washington, D.C. 20005. Applicants will be interviewed on a rolling basis, and we will contact you if we're interested in scheduling an interview. Please send an email to the above address with questions.

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