



**POSITION:** Director of Advancement

**REPORTS TO:** CEO

**POSITION TYPE:** Full-Time

### **ABOUT MANNA**

MANNA is a nonprofit organization in Philadelphia providing nutrition services to improve health for people with serious illnesses who need nourishment to heal. By providing medically tailored meals and nutrition education, we empower people to improve their health and quality of life.

**SUMMARY:** The Metropolitan Area Neighborhood Nutrition Alliance (MANNA) is seeking a proven fundraiser and leader to serve as the Director of Advancement. The Director of Advancement is a member of the senior leadership team and is responsible for developing and administering MANNA's fundraising, marketing, and communications efforts to strengthen and diversify MANNA's funding and brand awareness. The Director of Advancement will create and implement a multi-level Advancement plan that will include major donor, corporate and business, foundation, endowment, special events and direct mail efforts.

The Director of Advancement works closely with the CEO and is supported by the Board of Directors. They lead the development team to set and achieve annual and long-range fundraising goals. The Director of Advancement collaborates with the program staff to support funding needs and priorities and will direct MANNA's communications team to ensure consistent branding, clear and targeted messaging, and strengthened relationships with supporters.

**SUPERVISORY RESPONSIBILITIES:** Supervises the development team.

### **ESSENTIAL FUNCTIONS:**

#### **Fundraising Activities**

- Manage and oversee a systematic approach to the identification, cultivation and solicitation of major gift and planned giving prospects and all donors.
- Develops, establishes, and implements the infrastructure needed to grow through the solicitation of major gifts, grants, special events and corporate and foundation support.
- Develops and executes a comprehensive fundraising plan that encourages giving at all levels.
- Establish and meet mutually agreed upon annual goals for moving donors through the development cycle, including visits, number of solicitations, and increased number of major gifts.
- Coordinates and manages special campaigns and annual fund.
- Oversees the management of fundraising events (two signature events, Pie in The Sky & The Main Course).
- Participates in strategic planning and new initiatives.



## **Communication**

- Coordinates and/or assists with publicity and marketing of all MANNA visibility, media, and marketing campaigns
- Delegates and oversees creation of donor-related materials including print and electronic appeals, stewardship communication, and meeting packets.
- Supports the development and production of MANNA written marketing materials, including, but not limited to, annual report, webpages, press releases and brochures, among others.

## **Management**

- Coaches, supervises, and evaluates advancement team and ensures staff members have the tools needed to accomplish their jobs.
- Provides guidance to direct reports and tracks performance against development plan
- Explores new ideas through professional growth opportunities.

## **Leadership Team and Board**

- Participates actively in leadership team meetings to strategize and position the organization for the future.
- Meets with Board members (Board of Directors & Advisory Board) to cultivate and solicit major gifts for the organization's work and to grow our network.
- Coordinates quarterly meeting with MANNA's Marketing & Communications Board committee.

## **Other duties as assigned**

## **EDUCATION, REQUIRED SKILLS AND ABILITIES**

- Bachelor's Degree in nonprofit management, business, social/human services, or related field.
- At least 5 years of demonstrated success in planning, managing, implementing, and securing funds, especially major gifts.
- Proven ability to establish objectives, set performance standards, and organize and motivate a team to achieve goals.
- Exceptional interpersonal skills and the ability to develop relationships of trust and respect with development staff, colleagues, volunteers, and donors.
- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.
- Commitment to building a welcoming, inclusive, and equitable community where all people can thrive.



MANNA requires employees and volunteers to show proof of COVID-19 vaccination. All offers of employment at MANNA are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates. **Nights and weekends may be required.**

**SALARY:** \$175,000 annually

**BENEFITS:** Health insurance, FSA, HRA, Pre-tax Commuter Spending Account, Life insurance, Disability insurance, 401(k) plan with match, PTO up to 24 days in year one plus 5 sick days, 10 paid holidays plus one 'floating' holiday per year. 10 remote workdays per year.

**TO APPLY:** Send required cover letter and resume to: Emily Pagán, Senior Human Resources Generalist at [epagan@mannapa.org](mailto:epagan@mannapa.org)