CommonWealth Kitchen Development Director February 2020

CommonWealth Kitchen (CWK), Boston’s non-profit food business incubation and food manufacturing social enterprise, seeks a passionate, dynamic, fundraising professional to lead CWK’s development work, and leverage our growing brand as a powerful thought leader and change agent in inclusive entrepreneurship and equitable food systems.

Reporting to and closely partnering with CWK’s Executive Director, the Development Director will play a senior leadership role in shaping CWK’s strategic direction and programming by sustaining and growing its $1.85M annual fundraising lift.

The ideal applicant shares CWK’s unwavering commitment to equity and inclusion, has excellent written and verbal communication skills, flawless attention to detail, a “can-do” attitude, and is energized by working in a fast-paced, entrepreneurial, social enterprise.

CommonWealth Kitchen

CWK is on a mission to build a new food economy grounded in racial, social and economic justice by strengthening the capacity, connections, and collective power of diverse entrepreneurs to start and grow successful food businesses. To accomplish this mission, CWK operates Greater Boston’s only nonprofit food business development center and food manufacturing social enterprise.

More than just a shared kitchen, CWK takes a deep, systems-based approach to business development, working to address the human, social and financial capital needs of historically marginalized entrepreneurs and connecting them to the resources and industry networks essential for success. In addition to its kitchen operations, CWK provides an array of custom workshops and coaching, coordinated access to markets and capital, and outsourced manufacturing services to help diverse food companies efficiently scale. When not manufacturing for members, CWK also provides fee-for-service processing for local farms, restaurants, and other food companies, and has its own line of products sold directly to institutional food service partners.

On average, CWK provides support and training to more than 100 existing and aspiring food businesses annually, including food trucks, caterers, restaurants, product companies, and bakers. Over 75% of the business owners CWK works with are women, immigrants and/or people of color.

For 2020, approximately 40% ($1.15M), of CWK’s $3M operating budget is projected to come from earned income, with the balance coming from fundraising (approximately $1.85M). As of February, nearly $1M of the 2020 calendar year fundraising goal has been committed. Within 5 years, CWK projects that over 60% of its annual budget will come from earned revenue, ensuring its long-term sustainability.
At present, the Development Director is responsible for directly implementing all aspects of CWK’s fundraising work, with support from the Executive Director, Marketing and Communications Director, and assistance from a PT intern. Over the next year, CWK expects to add 1 or more people to the development team, hired and supervised by the Development Director, to assist with grants, events, door cultivation, communications, and other tasks. Additionally, within the next 1-3 years, it is anticipated that the Development Director will assist in implementing an $8-$10M capital campaign as CWK works to secure a permanent home for its operations.

**Primary Role and Responsibilities**

**Organizational Leadership and Strategy**

- Participate as a member of CWK’s Senior Management Team, helping set organizational goals, policies, and procedures.
- Develop, manage and implement CWK’s comprehensive fundraising strategy.
- Build and support the Board’s fundraising capacity, including recruiting Board members, helping to set goals and priorities, and implement strategy.
- Collaborate with Executive Director and Marketing and Communications Director to devise a robust marketing campaign and supporting materials to strengthen CWK’s brand and reputation locally and nationally, and secure additional funding.
- Participate in meetings, organizational functions, partner events, and community events necessary to perform job responsibilities and/or to represent CWK.
- Other related assignments at the direction of the Executive Director.

**Fundraising**

- Work with the Executive Director and Senior Management Team to develop annual capital and operating budgets and fundraising goals, and identify key strategies, deliverables, and metrics.
- Manage all day-to-day fundraising efforts, including: researching, developing and submitting grant proposals; cultivating and stewarding funders; managing grant reporting; ensuring effective ongoing communication with funders; overseeing annual appeal, events, and other activities focused on individual giving; and providing regular reporting to staff and Board on progress.
- Represent the organization to donors, prospects, funders and volunteers.
- Lead and oversee individual fundraising and “friendraising” events.
- Ensure that pledges and other funding commitments are made and responded to in a timely fashion.
With support from the Director of Communications and Marketing, develop materials to support fundraising efforts, including Annual Reports, brochures, and appeal letters.

**Qualifications:**

- Deep commitment to CWK’s mission, vision and values.
- Track record as an effective written and verbal communicator with highly developed skills in writing and speaking. Must demonstrate excellent attention to detail and competency at crafting proposals, donor correspondence and other materials that persuasively communicate CWK’s programs, mission and interests.
- Successful track record of personally identifying, cultivating and soliciting funding from individual donors, corporations and foundations.
- Demonstrated experience in building programs and systems, managing people and budgets.
- A record of measurable results in organizing and implementing such activities as: major gifts, annual funds, corporate and foundation giving, online and traditional direct response appeals, and special events.
- Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies, including board and staff members, donors, diverse entrepreneurs, industry partners, foundation and civic leaders.
- Experience recruiting, engaging and organizing volunteers for participation on boards and committees.
- Ability to work independently, take initiative, and construct, articulate, and implement short term and long term strategic development plans.
- Strong management and supervision skills with ability to coach team to highest potential and maintain accountability for results as well as relationships.
- Minimum of 8 years of professional fundraising experience.
- Effective planning, organizational, and time management skills and keen attention to detail.
- Proficiency in google docs, Salesforce and design software.

**Key responsibilities and tasks in the first 4-6 months:**

- Coordinate with the Executive Director to develop a detailed work plan to ensure smooth hand-off of work during Executive Director’s Barr Fellowship travel and sabbatical schedule (June-September 2020).
- Coordinate with CWK’s Director of Communications to develop CWK’s first-ever Annual Report, focused on capturing the story of CWK’s rapid growth, impact, and recently completed strategic plan.
• Actively participate in the design and implementation of Salesforce database system, which is being managed by CWK’s Director of Finance and Business Operations. Ensure that database design meets needs for funder reporting, donor cultivation and management, etc.

• Actively participate in the design and implementation of a new CWK website, which is being managed by CWK’s Director of Communications and Marketing. Ensure that new website effectively tells CWK’s impact story to funders, and integrates with long-term fundraising plans.

• Work with Executive Director to identify any additional staffing support needed to implement development plan and timeline for hiring.

To apply:
Please email a resume, cover letter, at least 2 different writing samples, and 3 references. The cover letter must outline how your skills and experience meet the qualifications of the position, state how you heard about this opportunity, and provide a salary requirement to be considered.

Please send all material to jfaigel@commonwealthkitchen.org subject line “Director of Development”. Applications will be reviewed on a rolling basis.

CommonWealth Kitchen is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.