Director of Corporate & Foundation Relations
Project Bread

Boston, MA
August 2020

As the Director of Corporate & Foundation Relations for Project Bread, you will join a growing team on the frontlines of one of the most critical issues for Massachusetts residents. You will lead Project Bread’s strategy to secure the corporate and foundation investments necessary to tackle food insecurity among Massachusetts families. Bring your expertise in Corporate & Foundation fundraising and make a difference for individuals and families facing food insecurity, which has nearly doubled due to the COVID-19 crisis.

Project Bread estimates 1 in 6 households are now food insecure (17.3%), as compared to 1 in 11 in 2018 (9.3%). We provide immediate relief to those who are hungry today, but we also work to prevent and ultimately end hunger by advocating for systemic solutions and prioritizing programs that are proven to break the cycle of poverty. Our strategic focus on sustainable, people-oriented solutions as well as federal nutrition programs means Project Bread is playing a central and leading role in COVID response.

The Role

A new role, the Director of Corporate & Foundation Relations will build an institutional giving strategy, reporting to the Vice President for Communications & Development and supervising a team of two: the Manager of Foundation Relations and a Development Associate. The Director will serve as a compelling, knowledgeable, and thoughtful representative to Project Bread’s current and potential institutional funders. From examining and leveraging support for Project Bread’s singular fundraising event, the Walk for Hunger, to framing Project Bread’s systems change approach to ending hunger for private foundations, the Director will act as the key strategist and relationship manager for all institutional donors. The Director will work closely and collaboratively with Project Bread’s program, finance, operations, and communications teams, leveraging the leadership of Project Bread President Erin McAleer.

The successful candidate will understand that hunger is a systemic injustice long perpetuated by a culture of white supremacy, which is one of many reasons our approach promotes systems change to address hunger’s root causes. Achieving Project Bread’s mission therefore depends on actively and consistently promoting equity in all that we do as employees, teammates, service providers, and thought leaders. The Director of Corporate & Foundation Relations will embrace diversity, equity, and inclusion as foundational to our work and actively contribute to continuously improving our culture, programs, and professional standards for enduring growth to reflect these values.
Project Bread staff are fundamentally people who apply a mission-focused approach to all tasks, celebrating victories big and small, and being flexible in navigating the growth of a 35-person nonprofit. The Director should embrace both the high-level examination of how the organization can grow institutional support as well as the day-to-day practicality of producing compelling proposals, reports, and letters of inquiry. Outstanding internal and external communication skills are required.

**Responsibilities include:**

- Serve as a key leader on Project Bread’s development team, displaying the interpersonal skills to develop and steward meaningful relationships as an energetic external Project Bread representative and a reliable, internal teammate.
- Identify, initiate, build, and steward a network of institutional funders committed to a systemic approach to ending hunger.
- Establish and maintain a strong understanding of Project Bread’s programs, from hunger relief to advocacy, ensuring one can represent Project Bread accurately and persuasively to prospects and funders.
- Partner with the Foundation Relations Manager to represent Project Bread and its work through compelling, complete proposals, letters of inquiry, and reports. Take responsibility for the accuracy, completeness, and timeliness of proposals submitted to institutional investors, including adherence to grant guidelines, sponsorship requirements, and all deadlines.
- Collaborate with the Senior Director of Development Operations to maintain accurate recordkeeping and produce timely reports in Raiser’s Edge.
- Support the Vice President for Communications & Development in drafting annual revenue estimates and budgeting, and accurately tracking and reporting progress over the year.
- Manage stewardship for all corporations and foundations supporting or potentially supporting Project Bread, building authentic connections and recognizing how and when to recruit Project Bread’s President or program leaders in meetings, calls, or events.
- Recognize the outstanding contributions of the Foundation Relations Manager and Development Associate, identifying opportunities for their professional development and ownership of key initiatives.
- Support Project Bread Directors and other allies in stewarding investors as appropriate.

**Qualifications**

There are innumerable ways to learn, grow, and excel professionally. We know people gain skills through a variety of professional, personal, educational, and volunteer experiences. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. That said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.

- Bachelor’s degree or equivalent experience with a minimum of 7 years of experience in corporate and/or foundation fundraising for mission-driven nonprofits.
- Demonstrated success in identifying, cultivating, and growing support from corporations and foundations over multiple years, sourcing and securing five and six figure gifts toward a multi-million dollar goal, with experience and understanding of funders in the food insecurity space a bonus.
- Experience managing and collaborating with a hard-working team as well as across functions.
- Outstanding communications skills with the ability to convey both verbally and in understandable, concise prose Project Bread’s impact and case for support to diverse stakeholders.
- Proficiency with fundraising databases, preferably Raiser’s Edge.
- Highly organized, detail-oriented, and able to track and manage multiple projects simultaneously gracefully and in a timely manner.
- Good judgement and discretion in managing relationships, handling sensitive information, and navigating decisions.
- Excellent relationship management skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Written and speaking fluency in a language in addition to English is a plus.
- Enduring commitment to initiatives to reshape societal inequity and make basic human rights, such as food security, available to all.
- Authentic integrity, credibility, and dedication to the mission of Project Bread, including affirmative work on diversity, equity, and inclusion.
- A sense of humor for the small victories and understandable challenges of fundraising for a small to medium-sized nonprofit.

**Compensation and Benefits**

Project Bread offers a competitive salary and terrific benefits. The anticipated salary range for this position is $80-$100,000. Benefits include Blue Cross Blue Shield HMO and Dental, Flexible Spending Accounts, Life and Long-Term Disability, and contributions to T passes and health club membership. Unlimited Paid Time Off. All employees are currently working remotely, and will not return to the office until it is safe to do so.

Project Bread is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services. Knowing its importance to the success of our work, Project Bread is committed to diversity and inclusion, and we aspire to build a diverse staff team and community, including groups that are traditionally underrepresented among our sector leadership. Please indicate if you would like to request special accommodations during the interview process.

**To Apply**

Carolyn O’Brien Consulting, LLC is supporting Project Bread on this search. Please email a detailed resume and thoughtful cover letter, with a link to your LinkedIn profile to ProjectBread@carolynobrien.org. All files should be in pdf and named (Your Last Name) Resume and (Your Last Name) Cover. All applications will be gratefully received, acknowledged, and reviewed.