



Detroit Food & Entrepreneurship Academy
4444 Second Ave, Detroit, MI 48201
(313) 687-4190 | www.detroitfoodacademy.org

JOB OPENING: Director of Advancement

Detroit Food Academy is seeking a Director of Advancement to lead fundraising and public engagement efforts for our youth-serving organization. Fresh from a successful year of engaging culinary arts programming for youth citywide, we anticipate some exciting growth for the organization. The Director of Advancement will help lead the organization into this next chapter.

Location: 4444 2nd Ave, Detroit, MI 48201 & remote.

Salary: highly competitive and based on experience

Additional Perks: Hybrid work environment; ability to work from home, as needed.

Anticipated Start Date: Fall 2024

About Detroit Food Academy

Detroit Food Academy (DFA) works with local educators, chefs, and business owners to inspire young Detroiters through entrepreneurial experiences rooted in food-- experiences which open doors, create connections, and cultivate confidence. From cooking delicious healthy meals for friends and family, to facilitating complex conversations with the community, to developing artisanal food projects from scratch to market, students learn by transforming their ideas into reality.

About the Role

We are seeking a Director of Advancement who enjoys working in a team dynamic while holding space for young people to engage with a topic, ask questions and learn, and make their voices heard.

This role is primarily responsible for leading the organization's fundraising and public engagement efforts. In consultation with the Executive Director, the Director of Advancement will develop an advancement strategy for the organization that includes annual fundraising goals, communication strategies, and budgets with a specific focus on promoting the DFA brand, cultivating relationships with key constituent groups, and soliciting gifts that support the organization's mission. The Director of Advancement will oversee all external communications ensuring that the organization maintains a clear and consistent voice to its stakeholders.

You are an ideal candidate with 7+ years of experience working in development, marketing, or a related field. You

have a proven track record of success in reaching and exceeding fundraising goals. As a systems-thinker, you see the big picture and understand how to build and expand a donor base through a variety of appropriate and effective strategies that are carefully shaped and uniquely targeted to various constituencies. You also possess the political savvy to appreciate and navigate a complex, challenging environment, using discretion, diplomacy, enthusiasm, and hospitality to build bridges and create connections among all partners who would support DFA and our mission.

Candidates for this position might not possess all the qualifications listed below. DFA is committed to finding the right person who is resourceful, self-directed, goal-oriented, and possesses both a strong work ethic and a keen attention to detail. The right person is willing to take an active role in improving a growing organization, where patience and creativity are necessary. Experience working in youth development or food justice is preferred but not required. This position reports to the Executive Director.

Responsibilities

- Works closely with the Executive Director, Leadership Team, Board of Directors, and other key members of the food community to establish and execute DFA's comprehensive strategic fundraising plan.
- Meets established fundraising goals, understanding the critical role that donor participation plays in ensuring the success of the organization's mission.
- Develops and oversees a results-oriented development and communication strategy that includes fundraising, branding, social media, and special events initiatives.
- Directs all major fundraising activities, including corporate and major gifts; initiates and maintains contact with major donors, builds meaningful relationships.
- Works closely with the Director of Operations to identify grant opportunities and tailor proposals to funders' priorities. *This position will support grant writing, but the Director of Operations will continue to lead grant writing.*
- Oversees donor database to ensure the proper receiving, allocating, recording, and acknowledging of all gifts.
- Conduct independent research to identify prospective donors from a variety of constituencies; develops an overarching strategy that includes appropriate donor cultivation, personal contact, effective solicitation, and ongoing relationships.
- Works closely with the Director of Workforce Development to ensure alumni participation in developing a culture of stewardship.
- Identifies and oversees opportunities for public engagement, including cooking workshops, private and special events such as the chef-driven Friends of DFA dinner series;
- Collaborates with Executive Director on presentations, speeches, and talking points for community events and speaking engagements;
- Work with the Executive Director and Director of Operations to draft annual budgets.
- Develops and leads a small advancement team as the organization continues to grow.

Qualifications

- 7+ years of experience in development, marketing, or related field, preferably two to five years of fundraising experience
- Demonstrated accomplishments in growing revenue, specifically relating to fundraising.

- Fluency with donor tracking software and social media platforms; proficiency with Salesforce preferred.
- Outstanding communication skills, both oral and written, with a natural way of connecting with various constituents and audiences.
- Experience in donor prospecting, in cultivating and developing relationships with key donors, and in achieving success with major gifts.
- Understanding of how to build and expand the donor base through a variety of appropriate and effective strategies that are carefully shaped and uniquely targeted to various constituencies.
- Experience managing special events with an eye towards helping donors to connect at a deeper level with organizational mission.
- Basic understanding of food justice (we will also support you in learning about this).
- Confidence using a computer, email, video conferencing software, and word processing software.
- Experience and comfort working as part of a team and independently on projects, especially remotely/virtually.

How to Apply

To apply, please send your **cover letter, resume and the writing sample** to apply@detroitfoodacademy.org, using **the job title as the subject line, by August 9, 2024.**

In your cover letter, please answer the following questions with no more than 3-5 bullet points per question:

1. Why do you want to work at Detroit Food Academy?
2. What experiences or qualifications make you an ideal candidate?
3. And, anything else you would like us to know.

Please also include:

- **Resume** with applicable experience
- **1-2 page writing sample** (ex: donor letter, LOI, grant narrative, etc.)

Equal Opportunity Employment Policy: DFA is an Equal Opportunity Employer and does not discriminate against applicants or employees because of race, color, religion, creed, national origin, ancestry, ability, weight, gender, sexual orientation or age. DFA gives full and fair consideration to applications from disabled persons and to provide appropriate training, development and promotion prospects to persons with disabilities. **We strive to reflect the diverse community we serve. Applicants who contribute to this diversity are strongly encouraged to apply.**