



The Community Kitchen  
37 Mechanic Street, PO Box 1315  
Keene, NH 03431  
Tel: 603 352 3200

Title: Director of Development and Communications  
Reports to: Executive Director

### I. Organizational Overview

The Community Kitchen was established in Keene, NH in 1983 to ensure that everyone in the community would enjoy the basic human dignity of having access to enough food to eat. For forty years, the organization has offered our neighbors hot meals and take-home groceries along with fellowship, resources referrals, education, and advocacy in support of food security for all. Our current programs, serving the Monadnock Region, are Hot Meals, Pantry, Mobile Food Pantry, Gleaning, and Advocacy.

### II. Mission, Vision, Values

*Our mission:* The Community Kitchen strives to provide nutritious meals and groceries; to educate and empower our guests, community, and partners; and to be a leading advocate to strengthen food security in the Monadnock Region.

*Our vision:* All people in the Monadnock Region are able to provide healthy nutritious food for themselves and their families.

*Our values:* Dignity – Everyone is treated with respect, empathy, non-judgment, and confidentiality. We value diversity, equity, and inclusion; Integrity – We earn trust with reliability, consistency, high standards, and quality work; Teamwork – With positivity, helpfulness, interdependence, and solidarity, we work together, within our organization and beyond, to achieve our mission; and Sustainability – We will achieve a sustainable business and lasting impact on community food security with adaptability, resourcefulness, and innovation.

### III. The Role

In partnership with the Executive Director, the Director of Development and Communications will help set strategic direction for fundraising and collaborate with staff and Board to achieve organizational goals.

The Director of Development and Communications is responsible for the fundraising efforts of the organization in accordance with its vision and mission. This role builds relationships with people and organizations, securing philanthropic support that helps to fuel programs or projects. The role also coordinates communication efforts of the organization including, but not limited to, marketing, branding, newsletters, press releases, social media, and the website.

The primary financial development role is to meet and exceed funding goal numbers, implementing fundraising strategies developed in collaboration with the Board, Executive Director, and Consultant(s) on a quarterly and annual basis. Develop relationships with donors of The Community Kitchen and maintain regular communications. Identify grant opportunities and develop proposals and produce required reporting to funding sources. Work with fundraising software and tools to track progress throughout the year and provide reports to the Executive Director and Board of Directors.

#### IV. Primary Duties and Responsibilities

- Lead the development, implementation, and oversight of the Organization's fundraising functions. Develop and execute annual fundraising strategy to include support from individuals, foundations, and corporations.
  - Create, manage, and execute a plan for financial gifts from a wide base of annual individual donors, with special attention to donor retention and growing the donor base.
  - Create, manage, and execute a plan for major donors (\$2,500+ annual giving)
  - Create, manage, and execute a plan for organizational giving (foundation grants, corporate giving, parishes, etc.).
  - Develop strong and lasting relationships with individual, corporate, and major donors.
  - Oversee the fundraising events program.
    - Manage teams of staff and volunteers to organize most fundraising events; provide support to the Golf Tournament team.
    - Document and formalize templates for existing fundraising events.
    - Manage continuous improvement of events.
    - Think strategically to continuously enhance fundraising events.
  - Manage grants.
    - Find, obtain, and manage relevant grant funding.
    - Undertake grant reporting as needed.
  - Nurture Social Enterprise Opportunities.
    - Research opportunities to convert organizational assets and core competencies into earned income.
    - Convene and foster conversations to move viable opportunities forward.
- Ensure timely donor stewardship and accurate donor data entry.
  - Oversee data for financial gifts and data reconciliation with Office Assistant and Administrative Manager.
  - Oversee thank you letters and other donor acknowledgement processes.
  - Create reports related to development goals.
- Oversee the Organization's communications functions.
  - Create and oversee Communications calendar including all annual appeals.
  - With input from the Board, Executive Director, Consultant(s), and Staff, develop and steward the Organization's core strategic messaging and branding package.

- Maintain updated Case for Support package
  - Oversee deployment of messaging
    - Website and social media
    - Newsletters
    - Fundraising communications (appeals, etc.)
    - Advocacy & government relations
- Manage the Board and Staff Development and Communications Committee.
- Actively participate in regularly scheduled office and zoom activities.
- Develop quality measures and benchmarks for the department's work.
- Responsible for seeking out trainings and development opportunities to educate and enrich Board, staff, interns, and volunteers to better serve our community.
- Any other duties deemed necessary for the general operation and success of The Community Kitchen.

#### V. Reporting Relationships

The Director of Development and Communications reports to the Executive Director.

#### VI. Requirements

- Superior oral, written, and interpersonal communications skills with advanced ability to craft and deliver strategic messaging tailored to diverse audiences.
- Deep understanding of and commitment to improving complex, entrenched social systems that disadvantage some groups of people, especially as it applies to their ability to fairly and consistently access healthy food.
- Strong organization skills with the ability to manage and prioritize multiple requests.
- Comfort with basic business technology including spreadsheets, databases, social media, etc. Familiarity with the Bloomerang donor management database is a plus.
- Proven ability to design, organize, oversee, and effectively implement non-profit programming.
- Willingness to develop new skill sets and work in unfamiliar social settings.
- Enthusiasm for engaging with philanthropists, developing long-term relationships with them, and understanding their interests and philanthropic goals. Comfort with public speaking.
- Familiarity with the Monadnock region of NH and its community leaders is preferred. Must be able to work in the organization's office in Keene, NH and make visits around the Monadnock region most days.
- Five years' experience in non-profit fundraising, non-profit leadership, or related experience preferred.
- Bachelor's degree or equivalent experience required. Master's degree preferred.
- Advanced Certification or CFRE certification preferred.

Please note, the above job description describes the general nature, tasks, responsibilities, and level of work to be performed; it is not meant to be an all-inclusive list of every responsibility, duty, and skill required for the position.

The Community Kitchen is an equal opportunity employer and considers all applications without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.