

412 FOOD RESCUE JOB DESCRIPTION

TITLE: Executive Director of Major and Planned Gifts
FLSA: Exempt
Hours: Full Time - 40 hours per week
Salary: \$78,000-\$83,0000
Reports To: Vice President of Advancement

About 412 Food Rescue

412 Food Rescue is a direct response to the disconnect between the fact that we waste 40% of our food while 1 in 8 goes hungry. Utilizing technology and civic engagement, 412 Food Rescue collects surplus food that might otherwise be thrown away and delivers it immediately to organizations that serve food-insecure individuals. These healthy food donations go to hungry people in shelters, schools, housing projects, and other programs and kitchens that serve or distribute food to those in need. 412 Food Rescue relies on our community of partners, financial supporters, and volunteers to pursue our mission of ending food waste and hunger throughout the region. With them, we improved food security and increased access to fresh, healthy foods over the past seven years.

Executive Director of Major and Planned Gifts

The Executive Director of Major and Planned Gifts will lead 412 Food Rescue's efforts to secure leadership gifts from individuals with the establishment of a formalized major and planned giving program. This will include all aspects of the major gift plan, including research and identification of prospects; cultivation and relationship management of the portfolio; proposal development and solicitation; and ongoing stewardship of donors, primarily in the greater Pittsburgh area. Reporting to the Vice President for Advancement, this newly created leadership position will play a crucial role in expanding our donor base and ensuring long-term financial sustainability for our innovative food recovery and distribution programs.

Primary Responsibilities

Strategic Leadership (30%)

- Develop and implement comprehensive strategies for major gifts and planned giving programs
- Create annual fundraising plans with measurable goals and metrics
- Collaborate with the CEO and Board of Directors to identify and pursue high-impact funding opportunities
- Lead portfolio analysis and prospect research efforts
- Design and oversee donor stewardship and recognition programs

Major Gift Development (40%)

- Manage a personal portfolio of 100-125 major gift prospects and donors
- Secure gifts of \$10,000 and above through effective cultivation, solicitation, and stewardship
- Develop compelling funding proposals and gift agreements
- Create individualized donor engagement strategies
- Lead discovery and qualification of new major gift prospects
- Partner with program staff to identify funding needs and opportunities

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Planned Giving Program Management (20%)

- Build and grow a comprehensive planned giving program
- Develop marketing materials and campaigns for planned giving opportunities in collaboration with marketing team
- Work with donors and their advisors to structure complex gifts
- Maintain relationships with estate planning professionals
- Provide technical expertise on various planned giving vehicles

Team Leadership & Collaboration (10%)

- Partner with other development team members on donor strategy
- Collaborate with marketing team on donor communications
- Report regularly to CEO, VP and Board on progress toward goals
- Represent 412 Food Rescue at high-level donor events and in the community

412 Food Rescue is an equal-opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination based on race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship or protected characteristic. All duties are to be accomplished based on the ADA guidelines. ADA (American with Disabilities Act) states that the duties are to be successfully completed with or without reasonable accommodations.

Qualifications

Required

- Bachelor's degree
- 5+ years of progressive responsibility in nonprofit fundraising
- Proven track record of closing major gifts of \$10,000+
- Experience with planned giving vehicles and estate planning
- Strong relationship-building and interpersonal skills
- Excellent written and verbal communication abilities
- Demonstrated success in managing and motivating staff
- Proficiency with donor databases and Microsoft Office Suite

Preferred

- Master's degree or relevant advanced certification (CFRE, etc.)
- Experience in food security, sustainability, technology, or related fields
- Knowledge of the Pittsburgh philanthropic community
- Background in social enterprise or innovative nonprofit models

Competencies

- Strategic thinking and planning
- Donor-centric relationship management
- Financial acumen and budget management
- Leadership and team building
- Project management
- Public speaking and presentation skills
- Discretion with confidential information
- Results-oriented with strong attention to detail

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Working Conditions

- Full-time, exempt position
- Hybrid work environment with regular presence at 412 Food Rescue office
- Regular local travel for donor meetings (25%)
- Some evening and weekend work required for donor events
- Occasional regional travel

Compensation & Benefits

- Competitive salary commensurate with experience (range: \$78,000-\$83,000)
- Flexible work arrangements
- Comprehensive health, dental, and vision insurance
- 403(b) retirement plan with employer match
- Generous PTO and paid holidays
- Professional development opportunities
- Cell phone and mileage reimbursement

To Apply

Qualified candidates should submit a resume, cover letter, and three professional references to danielledewitt@412foodrescue.org. Please include "Executive Director of Major and Planned Gifts" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

412 Food Rescue is an equal opportunity employer and welcomes applications from all qualified individuals regardless of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.