



EVERY MEAL

FIGHTING CHILD HUNGER

POSITION TITLE: Development Manager - Community, Foundation, & Corporate Relations

ORGANIZATION SUMMARY: Every Meal exists to fight child hunger through community and school partnerships. Through our network of community partners, we work hard to get food to kids who live in food insecurity, which means they don't always know where their next meal is coming from. Every Meal strives to make a difference in children's lives by specifically focusing on food "gaps" - the times when the children aren't at school to access the meal programs. We have had tremendous growth in the last ten years, going from serving one school to over 500 distribution sites, but there are still 300,000 kids in Minnesota who don't have enough to eat.

Every Meal develops and supports successful partnerships between sponsoring community organizations and schools in need. This partnership-based model has allowed us to make a broad and sustainable impact in the fight against child hunger, because we believe that it is not a supply problem, but a distribution problem.

MISSION:

Fight child hunger through community and school partnerships.

VISION:

Every Child. Every Meal. ™

VALUES:

- **Relationships:** All our work relies on intentional relationships. We take care of each other and work together to best fight child hunger in our community. At Every Meal, relationships are key to learning, building, and taking action to create an organization and culture that is welcoming, inclusive, and anti-racist.
- **Commitment:** Ambition and drive are fundamental aspects of our mission and program, and we must employ them every day. We recognize that mere adequacy does not align with our mission. To be a dynamic team, we need versatility and a commitment to getting the job done.
- **Thoughtful Communication:** We use thoughtful communication in all our interactions by being timely, informed, purposeful, and on-brand.
- **Positive Impact:** Our actions must deliver a positive and equitable impact on children and the community through measurable results, continuous improvement, and a dignified experience. We always strive for program growth to provide more nutritious, delicious, and relevant meals to more children through community engagement and innovation.

Every Meal intentionally creates a team-focused environment. While our departments and staff have areas they specialize in, we have a regular practice of events and activities that allow our staff to engage in activities outside of their specialties. For example, staff might help set up and facilitate a mobile packing event or talk to donors during a donor event. While these activities don't happen often, they help us all have a more complete perspective on our organization and recognize that we can't feed more children without working together to accomplish our goals.



POSITION SUMMARY:

The Development Manager – Community, Corporate & Foundation Relations plays a key role in Every Meal’s fundraising, relationship-building, and community engagement efforts to expand our impact in the fight against child hunger. Reporting to the Director of Development, this position is responsible for developing and implementing a data-driven fundraising strategy for community, corporate, sponsorship, and foundation giving that reflects Every Meal’s mission, vision, and values.

This role supervises Development Officers while managing a portfolio of community sponsors, foundation funders, and corporate partners. The position also leads foundation and grant fundraising, develops new partnership opportunities, represents Every Meal throughout the community, and works collaboratively across the Development Team to achieve organizational fundraising goals. The successful candidate will be a strategic relationship-builder and people leader who is passionate about Every Meal’s mission and comfortable representing the organization and building relationships with a wide range of audiences.

Every Meal reserves the right to alter job duties at any time, with notice.

KEY RESPONSIBILITIES:

- Model Every Meal’s core values in all interactions with internal and external partners.
- Develop and implement an annual fundraising plan for community, foundation/grants, sponsorship, and corporate giving in partnership with the Director of Development.
- Lead, manage, and develop Development Officers, providing clear expectations, coaching, feedback, and accountability for performance and results.
- Manage and grow a diverse portfolio of community sponsors, foundation funders, and corporate partners through effective acquisition, cultivation, solicitation, stewardship, and retention.
- Build and maintain a strong prospect pipeline and identify new opportunities to increase revenue and deepen community partnerships.
- Meet or exceed annual revenue goals.
- Develop and maintain strategic relationships through meetings, presentations, site visits, events, and other meaningful engagement opportunities.
- Create and maintain a strategic calendar of partner communications, touchpoints, proposals, renewals, and stewardship activities.
- Lead foundation and grant fundraising, including prospect research, proposal development, grant calendars, reporting, and funder stewardship.
- Write compelling proposals, letters of inquiry, reports, and other communications that clearly communicate Every Meal’s mission and impact.
- Represent Every Meal throughout the community through presentations, meetings, conferences, events, and other external opportunities.
- Build relationships with diverse community audiences, including faith communities, civic organizations, philanthropic groups, businesses, and other community partners.
- Plan and facilitate partner fundraising, awareness, and engagement opportunities that increase visibility, participation, and support for Every Meal.
- Serve as a key voice within Every Meal on strategies to engage the community and expand the organization’s reach and impact.



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- Collaborate with the Director of Development and Development Team to align fundraising strategies, partner engagement, and organizational priorities.
- Work closely with the Development Operations Manager to maintain accurate data, develop reports and dashboards, and use data to inform fundraising decisions.
- Utilize HubSpot CRM to manage relationship data, track activity, monitor pipelines, and support effective partner engagement.
- Contribute to building and strengthening a culture of philanthropy across Every Meal.
- Ensure all position-related processes and organizational policies are understood and followed.
- The above are key responsibilities and do not necessarily include all responsibilities of this role.

QUALIFICATIONS:

- Demonstrated understanding of and commitment to Every Meal's mission to fight child hunger through community and school partnerships.
- Demonstrated understanding of and commitment to Every Meal's values.
- 5+ years of professional fundraising experience, with experience in community, foundation/grant, and corporate relations preferred.
- Demonstrated success in developing and implementing fundraising strategies and managing a diverse portfolio of community, foundation, sponsor, and/or corporate relationships.
- Experience with donor and grant acquisition, cultivation, solicitation, and stewardship.
- Strong written, verbal, interpersonal, and presentation skills, with demonstrated experience communicating effectively to diverse audiences, including faith communities, civic organizations, philanthropic groups, businesses, and community partners.
- Demonstrated ability to build and maintain relationships with diverse organizations and individuals across the community, including nonprofits, faith-based institutions, civic organizations, businesses, and philanthropic organizations.
- 5+ years of experience managing and developing staff, including setting expectations, providing coaching and feedback, and holding team members accountable for results.
- Demonstrated ability to work independently, manage multiple priorities, meet deadlines, and follow through on commitments.
- Bachelor's degree in a related field preferred; transferable experience and demonstrated success will also be considered.
- Demonstrated understanding of, and agreement to, Every Meal's mission to fight child hunger through community and school partnerships.
- Flexibility to participate in occasional evening and weekend events.

TRAVEL REQUIREMENTS:

- Occasional travel within the community using their personal vehicle or other reliable transportation.
- Regular access to a reliable vehicle or ability to use public transportation for work-related business.
- A clean driving record maintained throughout employment.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and reach with hands and arms. The employee is required daily to stand, walk, and sit; the



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employee is required to climb or balance; and stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust visual focus. Specific hearing abilities required by this job include the ability to hear and understand spoken conversations in close and far range in a loud warehouse environment.

- Office Positions: Regularly required to stand or sit for long periods of time.
- Everybody: Ability to use a computer, phone, keyboard and other technology regularly to complete job requirements.
- Everybody: Ability to push, pull, and lift a minimum of 30 pounds regularly.
- Everybody: Ability to bend, twist, and use fine manual dexterity.

SUPERVISED BY: Director of Development

HOURS: Monday through Friday*

*Flexibility will be required for occasional evening and weekend events

STATUS: Salary/Exempt, 40 hours per week

ADDITIONAL BENEFITS:

- 5 weeks general PTO, accrual based per pay period
- 10 Paid Holidays
- 16 hours volunteering outside of Every Meal
- 6 Summer Fridays off with pay
- Flexible work environment
- Medical/Dental/Vision Group Benefit Plan
- Video and in-home primary care clinic Eligibility
- Short- & long-term disability
- Organization match of Retirement Plan
- Life Insurance
- Cell Phone Allowance

Equal Employment Opportunity

Every Meal is an equal opportunity employer committed to equal employment and advancement opportunities for all. Employment decisions at Every Meal are based on community needs, job requirements and individual qualification. People of Color, LGBTQ+, Veterans, and those with disabilities are encouraged to apply. Every Meal is committed to achieving a diverse workforce and to the growth and development of individuals from the communities we serve. We are continually working to improve being an organization that is welcoming, accepting, and equitable for those on our team, our partners, and the community, especially the part of our community that is BIPOC and/or traditionally and/or currently marginalized.