



**Position:**

## **Director of Development & Strategic Partnerships**

### **About The Chef Ann Foundation**

The Chef Ann Foundation's vision is to ensure that all children have access to healthy food at school to grow their bodies, minds, and futures. Our story began when Chef Ann Cooper decided to create an organization that helps schools ensure that every child has daily access to fresh, healthy food. Founded in 2009, the Chef Ann Foundation (CAF) carries out our vision by actively supporting school districts nationwide through grant programs and by providing tried and tested tools for school food change. Our major programs include:

- Get Schools Cooking: A program that provides hands-on support through an assessment of district-wide school food operations, strategic planning, funding opportunities and technical assistance, enabling school districts to increase their amount of scratch cooking.
- Project Produce: A grant program that helps schools increase kids' access to fresh fruits and veggies while providing nutrition education through lunchroom learning activities.
- Salad Bars to Schools (SB2S): A grant program that helps schools expand their commitment to serving fresh fruits and vegetables by implementing salad bars as part of their daily meal program.
- School Food Institute: Online courses that give school food service professionals and childhood nutrition advocates the in-depth training, operational skills and strategic vision necessary to make school food fresh, healthy, and sustainable.
- The Lunch Box: An online resource that provides free step-by-step guides, tools and recipes to help schools improve their food programs and transition to scratch-cooking.

### **Job Description**

We are seeking a full-time Director of Development & Strategic Partnerships to develop and execute an annual fundraising strategy to secure \$3-5 MM in revenue, while expanding CAF's support base, diversifying sustainable funding streams and engaging donors with our programs and services. The position will emphasize identifying, cultivating and soliciting major donors, partnerships and funding opportunities.

### **Fundraising Responsibilities**

- Develop and execute an annual fundraising strategy of local and national support
- Coordinate with Marketing on donor & funding messaging, including strategizing and managing funding campaigns

- Manage grants program, including submission calendar, proposal and budget development, grant compliance and reporting and management of grant writer
- Maintain current relationships and identify new individual, corporate, foundation and government prospects, which may include travel
- Establish new funding streams that support existing programming

#### **Strategic Partnership Responsibilities**

- Develop and pursue innovative development initiatives in the key areas of cause-marketing, capacity building, government contracts and social enterprise
- Coordinate and support programmatic partnerships with initial planning, SOWs, partnership outlines, budgets, etc.
- Work with Programs team to help manage new partnerships, including developing proposals, project outlines, and budgets for prospective partnerships

#### **Management Responsibilities**

- Participate in annual strategic planning
- Monthly reporting and individual engagement with Founder, CEO and board
- Utilize CRM (SalesForce) to track opportunities and better target potential funding, support and partnerships
- Coordinate with the staff responsible for SalesForce administration
- Ensure proper reporting for all funders and partners, including Quarterly Impact Report and oversight of grant reports
- Internal team management for corporate sponsored programming

#### **Qualifications**

Candidates for this position will possess:

- Experience working independently and collaboratively to build a strong fundraising and partnership pipeline
- Familiarity with prospecting resources, online fundraising channels and campaign software
- Minimum of 5 years of experience in the development field with a proven fundraising track record.
- Experience developing and maintaining productive working relationships with executive teams, board members and donors
- Ability to travel as needed
- Strong organizational, managerial and communication skills
- Knowledge of Salesforce or CRM software preferred

In addition, ideal candidates will possess:

- A demonstrated passion for school food reform
- An ability to adapt to shifting priorities

## **Compensation**

Compensation will be commensurate with the candidate's previous experience and credentials. The Chef Ann Foundation is a great place to work and provides its staff with a competitive package, including health insurance reimbursement, professional development and a generous paid time off program, and a 403b.

## **To Apply**

Please submit a cover letter and resume to [leslie@chefannfoundation.org](mailto:leslie@chefannfoundation.org) with the subject title "CAF Director of Development & Strategic Partnerships." The Chef Ann Foundation headquarters is in Boulder, CO but this position can be virtual, located anywhere in the country. Proximity to an airport should be considered

The Chef Ann Foundation is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, ethnicity, sex, gender identity/expression, national origin, creed, religion, age, sexual orientation, disability or veteran status in admission or access to, and treatment and employment in its educational programs or activities.