

## Corporate Development Director Job Posting

### Mission

Empowering communities to eliminate hunger by providing food, education and resources through innovation and collaboration.

### Summary

The Corporate Development Director acquires and cultivates relationships with corporate partners to secure charitable gifts.

### Responsibilities

- 1) Build and maintain relationships with corporations and the business community.
- 2) Create and execute strategic development plans for obtaining support, including annual donations, major gifts, cause-marketing, employee giving and sponsorships.
- 3) Plan, fund, and execute related events.
- 4) Foster the collaborative, investment-focused nature of corporate philanthropy.
- 5) Make presentations soliciting charitable support and appear at third-party events.
- 6) Prepare annual revenue and expense budget for corporate giving.

### Requirements

- Bachelor's degree and a minimum 2 years of business development experience
- Bilingual in Spanish preferred
- Proficient knowledge of Microsoft Office, databases, and fundraising software
- Influential and effective in speaking, writing and presenting information
- Experience in developing and executing fundraising activities
- Knowledge of philanthropic community
- Frequent travel in 13-county service area; requires reliable transportation and a valid driver's license and proof of insurance (mileage reimbursement provided)

### Office Hours

- Monday – Thursday, 8:30 AM – 5 PM
- Friday, 8:30 AM – 3:30 PM
- Requires work schedule flexibility with occasional weekend and evening availability

### Benefits

- 6 weeks of Paid Time Off per year
- 90% employer paid health insurance (individual coverage)
- 100% employer paid dental, life, short and long term disability insurance
- 4% contribution to retirement plan after one year of service + 3% employer match

### How to Apply

Please submit cover letter and resume to [jim.macpherson@tafb.org](mailto:jim.macpherson@tafb.org)  
Tarrant Area Food Bank is an Equal Opportunity Employer.