Join CommonWealth Kitchen (CWK) as our **Development Director** and help us build an equitable food economy grounded in racial, social, and economic justice.

**Common Dreams. Common Good. CommonWealth.** This simple phrase speaks volumes about CWK’s commitment to building a community of diverse entrepreneurs, a network of advocates and supporters, and an increasingly powerful ecosystem of people united by a shared commitment to equity, opportunity and a regional food economy that works for everyone. As Development Director, you will not only oversee CWK’s fundraising operations, you will contribute to powerful social change.

**CommonWealth Kitchen**
There has never been a more impactful time for an experienced fund development professional to contribute to CWK’s critical systems change work to support people of color and women launching, growing, and sustaining food businesses and building a new food economy where everyone can participate and prosper. The COVID-19 pandemic has been devastating for CWK’s community of entrepreneurs. In response, CWK has deftly pivoted to provide customized business and technical support and an online peer resource network that now has nearly 200 active members. Simultaneously, CWK launched CommonTable, which has engaged 30+ diverse restaurants, caterers, and product companies to produce and distribute nearly 95,000 meals to families facing food insecurity.

COVID-19 has only underscored the critical nature of CWK’s work to strengthen the capacity, connections, and collective power of diverse entrepreneurs to start and grow successful food businesses. CWK’s entrepreneurial, systems-based approach, focuses on addressing the human, social and financial capital needs of historically marginalized entrepreneurs and connects them to the resources and industry networks essential for success. In addition to its shared kitchens, CWK provides workshops and coaching, coordinated access to markets and capital, and outsourced manufacturing. CWK’s manufacturing operation helps emerging companies efficiently scale, while aggregating part-time and seasonal work into full-time employment on its own staff. Additionally, CWK provides fee-for-service processing for farms, restaurants, and other food companies, and has its own line of products sold to institutional food service.

Pre-COVID, CWK provided support and training to more than 125 food businesses annually, including food trucks, caterers, restaurants, product companies, and bakers.
Over 75% of the business owners CWK works with are women, immigrants and/or people of color...which is 100% intentional!

**The Development Director Role**

CommonWealth Kitchen enjoys significant support from local and national institutional investors and individuals for its focus on leveraging the power of food to drive equity and opportunity. In partnership with the Executive Director, the Development Director will play a key senior leadership role, ensuring all aspects of CWK’s fundraising work are coordinated, effective and responsive to support and grow CWK’s $3 million annual philanthropic revenue.

The Development Director will build and implement systems that support strong foundation relations, robust individual and corporate giving, accurate and timely data and reporting, and all other philanthropic revenue initiatives such as in-kind donations, the annual appeal, and select events. The Development Director will partner with the Director of Marketing and Communications to craft compelling fundraising materials that convey CWK’s unique and effective model. The Development Director will also oversee the infrastructure to grow a fundraising team and strategy that can build upon current initiatives and sustain CWK’s growth for the future.

The ideal candidate will demonstrate success in creating and growing a culture of philanthropy within an entrepreneurial and earned revenue environment, and managing and meeting budgets, while sharing CWK’s unwavering commitment to equity and inclusion. Creating systems and skillfully cultivating relationships and networks should be second nature, along with excellent written and verbal communication skills, a love of data and attention to detail, and enthusiasm for working in a fast-paced, entrepreneurial, social enterprise. As CWK grows, the fundraising team will grow, and the Development Director will take the lead in identifying new roles, recruiting, and managing them.

**Responsibilities**

**Fundraising**

- Serve as the leader and responsible manager for all aspects of fundraising: maintaining and growing institutional support; developing and maintaining organizational data and systems; research, drafting, deadline management, and process coordination; helping cultivate individual donors; special event planning and implementation as needed; hiring and supervising staff as needed; exploring and adopting new or expanded strategies for individual giving and other initiatives.

- Lead and manage efforts with the Executive Director and CWK Board to continue to advance CWK’s Board capacity to support CWK’s mission and the fund development necessary to accomplish that mission.
• Support the Executive Director in the mechanics of developing, refining, and reporting on proposals to foundations, public sector funders, and investors, ensuring the highest attention to detail and quality.
• Collaborate across CWK functions to grow a Salesforce database that supports all of CWK’s data needs, including major donor and institutional funder stewardship.
• Partner with CWK’s finance professionals to develop budgets and fundraising goals, as well as a transparent reporting structure.
• Represent the organization alone or with the Executive Director, Senior Management Team, or CWK members to donors, prospects, funders and volunteers.
• Ensure that CWK’s written materials, whether traditional or digital, support fund development and inspire new investment.

Organizational Leadership and Strategy
• Participate as a member of CWK’s Senior Management Team, helping set organizational goals, policies, and procedures.
• Serve as the hub for CWK fundraising, leveraging the talent, expertise, and energy of CWK staff and members and fostering a culture of philanthropy.
• Build and support the Board’s fundraising capacity, including recruiting Board members, helping to set goals and priorities, and implement strategy.
• Collaborate with the Executive Director and Marketing and Communications Director to devise a robust marketing campaign and supporting materials to strengthen CWK’s brand and reputation locally and nationally, and secure additional funding.
• Participate in meetings, organizational functions, partner events, and community events necessary to perform job responsibilities and/or to represent CWK.
• Other related assignments at the direction of the Executive Director.

Qualifications:
• Deep commitment to CWK’s mission, vision and values embracing CWK’s focus on racial, social, and economic justice.
• Previous experience in creating the systems and building the infrastructure to leverage fundraising success and reach new investors.
• Track record as an effective written and verbal communicator with highly developed skills in writing and speaking. Must demonstrate excellent attention to detail and competency at crafting proposals, donor correspondence and other materials that persuasively communicate CWK’s programs, mission and interests.
• Demonstrated success as a member of a diverse team, working across functions and outside the fundraising silo, and thinking creatively and entrepreneurially.
• A record of measurable results in organizing and implementing such activities as: foundation relations, annual funds, corporate giving, online and traditional direct response appeals, individual donor cultivation, and special events.
• Demonstrated cultural competency and a high “EQ” to work effectively with and quickly gain the respect and support of diverse constituencies, including board and staff, donors, diverse entrepreneurs, industry partners, foundation and civic leaders.
• Experience recruiting, engaging and organizing volunteers for participation on boards and committees.
• Strong management and supervision skills with the ability to coach teams to their highest potential and maintain accountability for results as well as relationships. Ability to work independently, take initiative, and construct, articulate, and implement short term and long-term strategic development plans.
• Minimum of 7 years of professional fundraising experience. Proficiency in Google docs and Salesforce preferred.

To apply:
Please submit your resume, cover letter, and other information a through this form. Applications will be reviewed on a rolling basis.

CommonWealth Kitchen is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We aspire to build a diverse staff team and community, including groups that are traditionally underrepresented among our sector leadership. Please indicate if you would like to request special accommodations during the interview process.