



## Job Announcement

### Director of Development

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#### About Brighter Bites

Brighter Bites is a 501(c)(3) nonprofit organization that creates communities of health through fresh food. Our goal is to change behavior among children and their families to prevent obesity and achieve long-term health.

We operate an evidence-based, comprehensive, multi-component elementary school, preschool, and summer camp program that utilizes reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food. For 16 weeks during the school year and 8 weeks during the summer, Brighter Bites provides: 1) 50 servings (~25lbs) of fresh fruits and vegetables to participating families each week, 2) nutrition education taught in the classroom through a train the trainer model, as well as handbooks, recipe cards and healthy tip sheets for parents, and 3) a fun food experience consisting of a healthy recipe tasting for families to try when they pick up their produce.

Since inception in 2012, Brighter Bites has distributed nearly 15M lbs. of produce to more than 30,000 separate families whose kids attend over 100 different schools, camps, and after school programs. We have active programming in Houston, Dallas, Austin, New York, Washington, D.C., and SW Florida; in 2018 we will be building out our strategic plan, which envisions a nationwide expansion of Brighter Bites.

#### Position Description

- Act as architect, advisor, liaison on matters related to fundraising, grant-writing, and philanthropy. As part of this, you will analyze Brighter Bites' programming and planning needs, and develop and implement friend and fund-raising strategies that will help us meet those needs. This includes leading prospect research and cultivating an audience of donors/stakeholders in the areas that we serve (be they individuals, corporations, foundations, civic groups, etc.)
- Serve as aide-de-camp to Founder/Board Chair and Executive Director. Duties to include (but not limited to) planning and accompanying principals on travel, coordinating events, follow-up on correspondence, management of contacts, and other duties as necessary.
- Prepare proposals, cover letters, budgets, and letters of inquiry for current and prospective foundations, corporations, institutions, and government funders, and create final packages for timely delivery in multiple markets across the country.
- Create and maintain funding/revenue, donor retention, and progress reports against organizational goals, and deliver results to Brighter Bites leadership, Board, etc.
- Develop and maintain effective communication and relationships with past, current and potential donors, providing personalized opportunities, invitations and communications as appropriate.

Manage preparation and recording of acknowledgement letters, track future actions, and file relevant paperwork.

- Lead planning, preparation, and follow-up of special events.
- The Director of Development reports to the Executive Director

## Requirements

- First and foremost, we want someone with a desire to work with a mission-driven organization. We're looking for teammates who are not only curious about the world of increasing food access + food literacy, but who also bring a desire to help us change that world.
- Second, stellar writing skills are a must. You will be expected to submit (or oversee the submission of) clear, compelling, and error-free grants, progress reports, and correspondence with donors. Similarly, strong interpersonal communication skills are paramount. At times, you will serve as the voice and face of Brighter Bites with the donor community and with the partners that enable our program, and we expect that the Development Director will maintain a positive and strategic presence on Brighter Bites' behalf. We also expect you to give oral presentations, and some experience in this realm is required.
- Bachelor's degree, in addition to at least three (3) years of development/fundraising experience in the nonprofit and/or political spheres.
- Strong project management skills, an appreciation for meeting deadlines, and the foresight and organizational wherewithal to be proactive.

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*To apply, please send resume and cover letter to*  
[careers@brighterbites.org](mailto:careers@brighterbites.org)

