Relationship Cultivator  
*aka. Advancement or Development Director*  
Job Description

World Hunger Relief, Inc. (WHRI) seeks a **Relationship Cultivator**

WHRI is a well-established, and growing Christian organization committed to the alleviation of hunger around the world. Our programming includes one-year internships in agriculture missions and food systems, hunger education and advocacy, and international assistance through partnerships with local organizations. Our 40-acre Texas working farm provides a real-world setting for training activities and generates produce for consumption and sale. More information is available at www.worldhungerrelief.org.

**Position reports to:** Executive Director (ED)

**Status:** full time, exempt

**Major Accountabilities:**
The Relationship Cultivator will lead: public relations efforts, grant writing and donor cultivation and management. This person is also responsible to ensure that these functions meet the needs of the organization. He or she will also coordinate fundraising activities of the board, interns and staff.

The Relationship Cultivator will develop an organizational advancement plan in concert with the ED, the Board of Directors, and a consultant. They will then be held accountable to these goals. (These goals will include financial targets but accountability will be based on his or her actions and abilities not the response of donors.)

**Detailed Responsibilities:**
• Lead staff in developing a strategy that results in securing public and private **grants**
  - including the organization of researching, writing, and managing foundation grants
• Lead individual and organizational **donor program**
  - Nurture existing relationships and develop new donors
  - increasing revenue from these source according to goals established in partnership with the board and a fundraising consultant
• Expand **church relationships** to increase congregational giving and opportunities for WHRI to be a part of church life
• Participate in **special events** ensuring they maximize donor cultivation
• Give direction to for **Advancement Committee** populated with board, staff, interns, and volunteers
• Equip the board and staff with a strong **fundraising message** that appeals to our diverse donors
• Choose **donation management software** and ensure donor records are maintained
• Ensure **receipts and other legal reporting** is completed and delivered in a timely manner
Challenges Of the Role:
• Need for multiple skills (planning, management, writing, donor asks, etc.)
• Assuring follow-through in a non-hierarchical organizational culture
• Adapting management approach to individual personalities and styles
• The fundraiser will be responsible for bringing all, staff, board members, and interns into the fundraising process
• Transitioning an organization to current best practices in fundraising
• Due to the transitional nature of this position, duties will be transferred incrementally from the ED, and this fluidity will require constant effective communication

Impact of the Role on WHRI and Its Constituency:
• The Fundraiser’s leadership will drive the efficient functioning of the development team
• By leading public relations the Fundraiser will impact public perception of the organization
• Develop income streams vital to the organization’s well-being
• Prepare our cadre of interns for a career that relies on fundraising

Working Conditions:
WHRI functions as a supportive, cohesive community including staff, interns, and volunteers. These multiple relationships provide both its richest rewards and its greatest challenges. WHRI is also a growing organization in the process of developing more structure and accountability to accommodate this growth. In this context, leadership staff need to work doubly hard at communicating expectations and at being sensitive to the needs of individuals.

Required Knowledge and Capabilities:
• Bachelor’s degree or higher
• Excellent oral and written communication skills
• Demonstrated leadership, administrative, and supervisory skills
• An ability to maintain an organized schedule and keep clear records
• An ability to use computer systems and standard software packages
• Problem solving skills including IT, interpersonal, inter-organizational challenges
• A team player and servant leader
• A commitment to continuing education
• A desire to work unusual hours and to travel as needed
• An understanding and commitment to our mission

Preferred Experience:
• 3-5 years experience in a non-profit organization
• Preference will be given to candidates who have a proven fundraising experience.

To Apply: Send cover letter and resume to:
Matt Hess
jobs@worldhungerrelief.org