



Chief Development Officer

Imagine a place where your talent can make a meaningful difference in our neighbor's lives. Working at Mountaineer Food Bank is a uniquely rewarding experience in which our employees work together as vital parts of a much larger mission: to feed the hungry in West Virginia. We are innovative, mission-focused, diverse, collaborative, values-driven, and focused on results. We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry through a network of feeding programs and engage the state in the fight to end hunger.

What you'll do

The Chief Development Officer will be a critical member of the executive leadership team, reporting to the CEO. The CDO will lead the development team and serve as the chief fundraising and donor steward strategist, effectively leading and managing the development team to generate financial support to advance the work of MFB in its mission. This leader will serve as a lead strategist for fund development, responsible for designing and implementing a comprehensive fund development plan to support all aspects of philanthropic giving and to create a best in-class development team. This position also serves as a critical leadership position within the organization and will be active in all parts of the food bank. This position is hybrid with at least 50% of time on-site in Gassaway/Flatwoods, WV.

Here are examples of what you'll be doing everyday:

- Acts as a visible, external leader with all donors, staff and partners in the communities MFB serves.
- In partnership with staff, develops and executes a comprehensive fundraising strategy for all facets of individual giving, including major gifts, planned giving, and direct marketing.
- Responsible for donor engagement, fundraising, stewardship, and management of the day-to day functions of the development team and the final phase of capital campaign efforts.
- Regular travel across our 48-county service area. Nights and weekends occasionally (20%)

484 Enterprise Drive
Gassaway, WV 26624

P. 304-364-5518
F. 304-364-8213

mountaineerfoodbank.org



Essential Skills:

- Demonstrates a passion, focus, and creativity around Food Bank vision, mission, and values.
- Possesses a strong work ethic with orientation toward accountability, accuracy and continuous improvement.
- Extremely detail oriented and thorough
- Ability to work as part of a team and effectively collaborate with others to meet goals

We are an equal opportunity employer, and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia.

- **Salary:** \$80,000–\$90,000 starting range
- **Schedule:** Flexes between 4-5 days per week, 38–45 hours per week, some weekends and evenings
- **Benefits:**
 - 100% employer-paid health, life, vision, and dental insurance
 - 401(k) program with employer match available after 30 days

How to Apply

Please submit your **resume, references, and cover letter** to chad@mountaineerfoodbank.org no later than **September 29, 2025**.

Feel free to call or direct any questions about this opportunity to CEO, Chad Morrison at chad@mountaineerfoodbank.org or 304-364-5518. We look forward to talking to you!

2025/JCM

484 Enterprise Drive
Gassaway, WV 26624

P. 304-364-5518
F. 304-364-8213

mountaineerfoodbank.org



Job Description

Job Description Title:	Chief Development Officer	Primary Supervisor(s):	CEO/President
Location:	Gassaway (Up to 50% Remote)	Travel Required:	Regular
FLSA Classification:	Exempt - Salaried	Position Status (FT, PT, etc.) :	Full-Time
General Workday/Week:	Monday – Friday 7:00-5:00 (38-45 hours) Flexes between 4-5 day/week	Physical Demands:	Light/Sedentary
Required Education and Experience:	Bachelor's Degree in a related field At least 2 years of experience as a fundraising and organizational development specialist. Several years of management experience in a non-profit organization or similar environment.	Safety Sensitive:	No

PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Using hands to finger, handle or feel				X
Reaching with hands and arms			X	
Climbing or balancing	X			
Stooping, kneeling, crouching, or crawling	X			
Talking or hearing				X
Tasting or smelling	X			
Driving		X		

This position is described as **light/sedentary physical activity** performing non-strenuous daily activities of an administrative nature. This position requires lifting or carrying items less than 10% of the time. Frequency of weight lifted is as follows: up to 20 lbs. under 1/3 of the time. This position requires both close and color vision as well as manual dexterity sufficient to work with the fingers. This position requires the need to frequently attend meetings before and after work hours. The work environment is well lighted, heated/air-conditioned indoor office setting with adequate ventilation. The noise level is moderate, as typical of a business office setting with computers, printers, light traffic and phone conversations.

Equipment Used: Computer/laptop, telephone, copier, fax, scanner, printer, related communications systems

484 Enterprise Drive
Gassaway, WV 26624

P. 304-364-5518
F. 304-364-8213

mountaineerfoodbank.org



Our Vision:

We believe in a West Virginia where no one goes to bed hungry...today or tomorrow.

Position Summary:

The Chief Development Officer will be a critical member of the executive leadership team, reporting to the CEO. The CDO will lead the development team and serve as the chief fundraising and donor steward strategist, effectively leading and managing the development team to generate financial support to advance the work of MFB in its mission. This leader will serve as a lead strategist for fund development, responsible for designing and implementing a comprehensive fund development plan to support all aspects of philanthropic giving and to create a best in-class development team. This position also serves as a critical leadership position within the organization and will be active in all parts of the food bank.

Attributes & Values:

This position requires an individual that is passionate, focused and shows creativity around the Food Bank vision, mission, and values.

- **Motivated-** intrinsically motivated, diligent and push yourself to do your best work. Always looking for new ways to grow and improve.
- **Humble-** self-confident but not arrogant and quick to share credit and praise others freely. Willing to help the team get the job finished right.
- **Wise-** Emotionally intelligent and know how to communicate with and work well with others. Understand how your words and actions affect the people around you.
-

Mountaineer Food Bank uses the Working Genius model (www.workinggenius.com) to assess and identify attributes for each position based off the WIDGET model.

Essential Duties & Responsibilities:

Leadership

- Acts as a visible, external leader with all donors, staff and partners in the communities MFB serves.
- Demonstrates skill and personal passion for engaging prospects and existing donors.
- Oversees preparation and execution of annual fundraising plans and corresponding budgets that outline goals and strategies, engage staff and volunteers, and communicate with stakeholders.

484 Enterprise Drive
Gassaway, WV 26624

P. 304-364-5518
F. 304-364-8213

mountaineerfoodbank.org



- Understands various giving vehicles and value and strategically markets appropriately.
- When necessary, refines business models internally to enhance impact and return.
- Ensures stakeholders have a positive customer experience.
- Engages donors and responds to changing preferences in how donors want to create impact.
- Ensures compliance with documents and protocols that honor donor charitable intent short and long term.

Individual Giving

- In partnership with staff, develops and executes a comprehensive fundraising strategy for all facets of individual giving, including major gifts, planned giving, and direct marketing.
- Serves as a lead fundraiser, engaging prospects in effective cultivation, solicitation, and stewardship of donors.
- Leads fundraising by personally cultivating and soliciting a portfolio of donors and top prospects.
- Sets strategy for CEO, board, and other staff to secure funding through major donors.
- Supports board-lead fundraising activities, including committees of the board (e.g. Development Committee).

Organizational Partnerships - Corporations, Foundations, Grants

- Responsible for donor engagement, fundraising, stewardship, and management of the day-to day functions of the development team and the final phase of capital campaign efforts.
- Along with staff, develops and executes a comprehensive fundraising strategy for institutional sponsorships, partnerships, and grant management.
- Leads partnership development by personally cultivating and meeting with corporations and foundations to maximize financial support from sponsorships and grants.
- Proactively fosters relationships and pursues every avenue for grants, securing general operating, capital, and special project funding.
- In partnership with management, when necessary, develops and executes capital campaigns to secure funding.

484 Enterprise Drive
Gassaway, WV 26624

P. 304-364-5518
F. 304-364-8213

mountaineerfoodbank.org



Events

- Develops and executes a comprehensive strategy for special events to increase financial return and standing in the community.

Operational Leadership

- Measures and reports appropriate development metrics in support of the strategic plan.
- Understands and analyzes trends and design strategies to raise financial support for SHH through individuals, corporations, foundations, volunteers, events, and government.
- Inspires team members to aspire to outstanding customer service for a diverse set of stakeholders.
- Acts as an active and engaged member of the executive team, building strength and engagement across the organization and specifically with the development team.
- Facilitates cross-department collaborations to leverage impact internally and externally to maximize relationships and ROIs.
- Demonstrates by example the integrity and commitment expected from colleagues, including a high expectation for accountability and results.
- Exercises leadership style that promotes collaboration, appreciates staff initiative, and creates opportunity for professional growth.
- Establishes goals, monitors progress, and coach's employees to empower them to meet their goals.
- Manages development team members around annual goals, metrics, and performance evaluation, conducting monthly meetings with the advancement team and frequent meetings with each direct report.
- Creates a positive environment where two-way communication and strong trust are established.
- Performs other duties as assigned by the CEO.

Experience:

- Bachelor's Degree in a related field
- At least 2 years of experience as a fundraising and organizational development specialist
- Several years of management experience in a non-profit organization or similar environment

484 Enterprise Drive
Gassaway, WV 26624

P. 304-364-5518
F. 304-364-8213

mountaineerfoodbank.org



Job Competencies:

- Demonstrates a passion, focus, and creativity around Food Bank vision, mission, and values.
- Possesses a strong work ethic with orientation toward accountability, accuracy and continuous improvement.
- Extremely detail oriented and thorough
- Ability to work as part of a team and effectively collaborate with others to meet goals
- Ability to effectively develop and maintain good working relationships with internal and external (staff, donors and member agency partners, etc.)
- Skilled at managing multiple projects and staff members
- Ability to anticipate and meet deadlines as required.
- Ability to think creatively and with strategic vision; Skilled in out-of-the-box thinking and developing new strategies
- Demonstrates strong leadership skills
- Demonstrates motivation and initiative
- Has the ability to solve complex problems
- Demonstrates a passion for philanthropy.

Physical, Mental, & Environmental Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Work in an office setting either remotely or at MFB with frequent travel to other locations in MFB's footprint.
- Sit, stand, walk, bend, kneel, and use hands, arms, and legs for dexterity, balance and climbing stairs.
- Must be able to sit for prolonged periods of time.
- Occasionally required to operate office equipment and machines and recognize safety hazards in the workplace.
- Must be able to lift, carry, and balance objects weighing up to twenty-five pounds.
- Must be able to hear, see, read, and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic and cultural backgrounds and origins.

484 Enterprise Drive
Gassaway, WV 26624

P. 304-364-5518
F. 304-364-8213

mountaineerfoodbank.org



- Demonstrate a professional demeanor in interactions with all MFB staff, agencies, donors, government officials and the public.
- Keep informed and consistently practice the policies and procedures of MFB regarding compliance.
- Possess knowledge of MFB and all programs.

Mountaineer Food Bank is an equal opportunity employer.

2025/JCM

484 Enterprise Drive
Gassaway, WV 26624

P. 304-364-5518
F. 304-364-8213

mountaineerfoodbank.org