



Initial Candidate Search is being led by [The Stott Group](#).

## **POSITION PROFILE – DEVELOPMENT DIRECTOR**

Ment'or is a nonprofit organization devoted to inspiring culinary excellence in young professionals and preserving the traditions and quality of cuisine in America. Our aim is to build a sustainable community of young American professionals that are knowledgeable and confident in their career pursuits and will be life-long ambassadors of quality and excellence in the world of gastronomy. The organization is dedicated to making the careers of serious young individuals more meaningful and successful by offering them unique educational opportunities, internships, and access to a Culinary Council of established mentors.

Our programs and services are focused on:

- Offering grants as continuing educational opportunities for culinary professionals looking to expand their culinary education.
- Identifying and promoting young chefs through the “Young Chef & Commis Competitions”.
- Selecting and training the most promising young chefs to represent Team USA at the world’s most prestigious culinary competition, The Bocuse d’Or.
- Supporting the culinary community and the individuals who are at the backbone of the restaurants we love through the Ment’or Giving Fund.

### **JOB HIGHLIGHT**

You will leverage your experience across fundraising verticals to develop and lead a multi-year fundraising strategy for Ment’or. You will use your entrepreneurial skills to sustain and expand revenue generating opportunities.

### **JOB SUMMARY**

The Development Director will lead the day-to-day donor relations and fundraising operations for Ment’or, overseeing all elements of the fundraising operation. As an experienced leader, you will develop multi-year strategies, analyzing opportunities to sustain and increase revenue growth from major donors, corporate partners and institutional funders.

Reporting to the Executive Director, you will lead the creation of programs and processes that support the organization’s revenue goals. Your passion for developing meaningful relationships that drive affinity towards the organization through fundraising will ensure your success in the role.

## **YOU WILL BE RESPONSIBLE FOR...**

- Creating and overseeing Ment'or's fundraising strategy for all funding streams, including major donors, corporate partners (including in-kind), and institutional funders.
- Developing and executing on a multi-year strategy to increase revenue generation, assessing which funding streams can create the highest return on investment.
- Serving as the primary relationship manager for all donors, including major donors, corporate partners, and institutional funders, overseeing the full donor lifecycle.
- Expanding Ment'or's network of prospective donors through strategic leadership and tactical implementation, including defining new donor audiences and executing donor research.
- Creating accurate fundraising forecasts to support departmental and organizational planning.
- Designing and building a development program focused on stewarding and expanding the major donor base.
- Developing and leading sponsorship and fundraising strategy for signature events, including donor recruitment and engagement, and in-person event experience.
- Working in partnership with the Events team to produce successful events through on-site support, and lead the development and execution of in-person cultivation touch points with donors.
- Creating compelling donor facing content and materials to steward and engage donors, leveraging a variety of mediums, including short and long form written content and PowerPoint decks.
- Developing and executing the necessary systems, processes, and tools to support the department's objectives, including the maintenance of a donor database.
- Provide administrative support to schedule donor touchpoints for Ment'or's Board of Directors and Culinary Council members.
- Serving as a brand ambassador for Ment'or at organizational and industry events.
- Providing support to Principals, board members, and other volunteer leaders to successfully execute fundraising strategy, including funder briefings, preparation, and follow-up strategy.
- Collaborating with leadership across the organization to engage new donor audiences and steward existing donors.

## **YOU MUST HAVE...**

- 8-12 years fundraising and relationship management experience (development, fundraising, advancement, philanthropy, or similar) with increasing levels of responsibility working with major donors, corporate partners and institutional funders.
- Experience successfully cultivating, soliciting, and stewarding gifts that range in size and revenue channel including writing grant proposals and donor solicitations.
- Background leading all aspects of development functions, from operations to front-line relationship management, successfully and efficiently.
- Exceptional project management ability with strengths in managing multiple competing priorities.
- Experience developing fundraising forecasts and overseeing budget development and management.
- Understanding of relationship management processes, pipelines, and tracking mechanisms.

- Awareness of the latest trends and industry practices in philanthropy, fundraising, and prospect research.
- Commitment to Ment'or's mission, vision and values and to mission-driven work.

#### **YOU WILL BE SUCCESSFUL IF...**

- **You are a Team Player:** You are energized by working in an all-hands on deck environment. You are quick to offer support to others and see immense value in supporting up, down, and across workstreams to support the organization's growth.
- **You are a Builder:** You are creative and thrive analyzing opportunities for revenue growth. You see what could be and are relentlessly focused on bringing those ideas to life.
- **You are Energized by Quick Thinking:** You are responsive to emergent needs and opportunities, quickly evaluating opportunities that arise and maximizing them to reach your goals.
- **You are Self Motivated:** You are driven to succeed and are able to create your own momentum. Your enthusiasm motivates others.
- **You Build Affinity:** You are a strong communicator and compellingly present the organization's mission and vision. As a persistent and resilient fundraiser, you know how to find your way to "yes".

#### **LOCATION**

Ment'or is headquartered in New York City. A candidate in the New York City area with the ability to work from Ment'or's office several times a week is preferred, but remote candidates with the ability to work Eastern Standard Time hours will be considered.

#### **TRAVEL REQUIREMENTS**

This role will require up to 15% of business travel to attend organizational events, convenings, donor meetings, internal planning meetings, or other functions relevant to the role (total percentage dependent on whether the applicant is physically in the New York City area).

#### **BENEFITS**

Ment'or provides medical insurance cost reimbursement up to 85% of the employees' monthly payment (maximum of \$500 per month). Dental and Life insurance plans are available at special rates paid by the employee. Employees are provided 10 paid days off, and 5 sick days annually, and the Ment'or offices are closed in observance of 9 federal holidays. Ment'or provides a 401K after one year of employment and matches the first 4% of contributions.

#### **HIRING RANGE**

The hiring range for this role is \$115,000 to \$135,000. Ment'or also offers a bonus structure based on organizational goals/milestones. Final offers for this position will be based upon several factors including candidate's experience level and capabilities, specific candidate geographic location, and internal pay equity considerations.

#### **TO APPLY**

Applicants are strongly encouraged to email a resume and cover letter to Abbey Voelker at the Stott Group at [Mentor@thestottgroup.com](mailto:Mentor@thestottgroup.com) with "Development Director" as the subject of the email. Please be advised that writing samples may be requested throughout the hiring process.