



Job Title:	Director of Corporate & Foundation Giving
Reports To:	Chief Development Officer
Positions Supervised:	Grant Writer
Status:	Full-Time
Hours:	8:00 a.m.– 4:30 p.m. Monday – Friday, with occasional work outside those hours for donor and community events
Location:	Memphis, TN
Starting Salary:	\$85k annually

Job Summary: The Director of Corporate & Foundation Giving works closely with Mid-South Food Bank's (MSFB) Chief Development Officer (CDO) to design and implement strategies for corporate and foundation relationship management (identify, solicit, nurture, and upgrade) to meet the organization's short- and long-term goals. The primary objective is to increase corporate and foundation giving, including grants, to MSFB and to develop long-term funder relationships built on a firm understanding of each funder's interests, priorities, and giving guidelines.

The Director leads the Food Bank's grant program in partnership with the Grant Writer, ensuring a strong pipeline of proposals and timely, accurate reporting to funders. This role focuses primarily on private corporate and foundation grants; while government grant writing is not a core responsibility, the Director should have enough understanding of government funding to support, coordinate, or assist with government grant requirements when needed.

While corporate and foundation giving is this position's primary focus, frontline fundraisers maintain diversified portfolios and work collaboratively across the Development team, so the Director also builds relationships with other donors and partners with teammates on shared cultivation, solicitation, and stewardship efforts.

A successful candidate must be passionate about our mission and the communities we serve. They will work with board members and community leaders who support the organization in a variety of ways.

Duties and Responsibilities:

Corporate & Foundation Cultivation and Stewardship

- Direct all aspects of MSFB's corporate and foundation giving program, including identification, cultivation, solicitation, and stewardship of corporate and foundation donors and grantors, and ensure funders have opportunities to increase their level of support and enjoy a close relationship with Mid-South Food Bank.
- Equip and prompt the CDO in the relationship management process for corporate and foundation gifts, including conducting prospect research and preparation for new and current funder meetings.
- Create the corporate and foundation component of the comprehensive annual development plan, in collaboration with the CDO, with targeted goals, objectives, methods, and outcomes that will achieve budgeted goals.
- Write clear and concise proposals, letters of intent, and correspondence for corporate and foundation prospects and current funders. Be an effective public speaker and representative of MSFB to convey energy, meaning, and the importance of MSFB's mission and work.
- Demonstrate a strong commitment to donor stewardship through timely follow-up and meaningful engagement, and communicate effectively with leadership and across the team on the status of key funder relationships.
- Build and maintain structured donor portfolios, including corporate and foundation relationships and other donors as assigned, with clear cultivation plans, stewardship strategies, and regular touchpoints that deepen funder commitment and increase giving over time, collaborating with fellow Development team members on shared priorities.

Grant Management

- Direct and support the Grant Writer in strengthening MSFB's grant program, including prospect research, proposal development, and timely, accurate reporting to increase funding.
- Direct the Grant Writer on database reports, updates, and maintenance, and oversee the grants management system to track deadlines, reporting requirements, and compliance across the corporate and foundation portfolio.
- Partner with Finance, Programs, and senior leadership to gather information needed for proposals, reports, and funder updates, ensuring accuracy and alignment with organizational priorities.

Leadership & Collaboration

- Provide effective leadership and coaching to the Grant Writer, including goal setting, accountability, and professional development to strengthen the grant program.
- Model organizational leadership by collaborating across departments, supporting agency-wide initiatives, and representing Development in cross-functional planning and decision-making.

Monitoring and Reporting

- Develop and maintain a monthly development dashboard to monitor corporate and foundation activity, stewardship progress, and revenue pacing against goals, sharing quarterly updates with the CDO and executive team.
- Use data, donor insights, and portfolio management to inform strategy, prioritize relationships, and ensure consistent movement toward cultivation, solicitation, and stewardship goals.

General

- Perform additional tasks to support MSFB's mission – either self-initiated or directed by the CDO.

Qualifications:

Education: A bachelor's degree in a related field (such as nonprofit management, communications, business, or public administration) is preferred. Equivalent professional experience in fundraising, development, grant management, or nonprofit leadership will also be considered. Mid-South Food Bank values diverse backgrounds and recognizes that strong candidates may come from a variety of educational and career pathways.

- 5-7 years of nonprofit fundraising and development experience, with corporate and/or foundation giving and grant writing experience preferred
- Proven sense of customer service and the ability to respond with urgency to the needs and requests of others, internally and externally, and ensure a high degree of responsiveness to all donors without regard to their giving level
- Demonstrated ability to think strategically and creatively, to take the initiative to identify and act on problems, and lead by example
- Results-oriented, strong attention to follow-through and details
- Strong written and oral communication skills; comfortable with diverse groups of people
- Microsoft Office Suite computer skills and experience with constituent relationship management systems/donor database software (Blackbaud RENXT, Instrumentl experience preferred)
- Willingness and ability to adjust to changing conditions or priorities

ADA/ADAAA Statement

Mid-South Food Bank is committed to equal opportunity in employment for persons with disabilities and complies with the Americans with Disabilities Act of 1990 (ADA), as amended, and any other applicable state and federal laws. Accordingly, Mid-South Food Bank does not discriminate against qualified individuals with disabilities regarding application, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment. Moreover, it is Mid-South Food Bank's policy to provide reasonable accommodations in employment to qualified individuals with disabilities so that they can perform the essential functions of the job, unless the accommodation would impose an undue hardship on the operation of Mid-South Food Bank's business or would change the essential functions of the position. Retaliation against an individual with a disability for utilizing this policy or seeking

reasonable accommodation is prohibited. Individuals with any questions or requests for accommodation should contact the Human Resources Department.

Job Description Acknowledgement

All requirements in the job description provided herein indicate the minimum level of knowledge, skills, and/or abilities deemed necessary to perform the job competently. Job descriptions are an overview of the duties, responsibilities, and requirements of the position. Food Bank Employees may be required to perform other job-related assignments as requested.

Upon offer and acceptance of employment, the candidate will indicate their understanding of the requirements, essential functions, and duties of the position by signing a copy of this job description. The Food Bank reserves the right to make appropriate changes in this job description at management's sole discretion.

How to Apply

Interested applicants send email to hr@midsouthfoodbank.org

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