Director of Development and Communications

Shobi's Table
Updated Nov 2026

Summary:
Shobi's Table seeks a detail-oriented, story-centered, and faith-rooted leader to take on the fundraising engine that fuels the growing mission of Shobi's Table. The Director of Development and Communications (DDC) takes great ownership, responsibility and pride in nurturing the relationships, project managing each fundraising campaign, and crafting the communications that empower the broader community to build their own sense of ownership and connection with Shobi's Table. They are responsible for managing individual donations (50% of budget), church-related giving (15%), and grants (15%), of the nimble $580K (and growing) budget. While this position has great responsibility, this person will not work alone! The DDC works closely with the Executive Director, and leads the Development Team (board members, staff, volunteers, etc.) to plan and execute on communications, campaigns and events that support, enliven and grow the ministry of the pay-as-you-can food truck. A strategic plan has been done this past year, and this person will help Shobi's Table of strengthening our roots so that we can grow again, this time with a daily cafe. This is an exciting position for someone who feels passionate that all ought to be fed in body and soul by the grace of the communion table extending beyond Sunday morning to every table we share together. The work itself will be an opportunity for leadership and spiritual development to know that this ministry belongs to God first, and you are called to be a faithful steward - leading in joy, grounded in hope. While this position is .75 at the time, it is hoped that it will either increase to full-time or supervise other supporting positions as the organization grows.

Requirements:

- Bachelor's Degree or Higher
- 3-5 Years of experience in fundraising, communications and/or management

Essential Functions (with estimated prioritization)

- Leadership (integral)
    - Work with the leadership team in decision making and ministry management
    - Supervise the Catering Manager, and possibly other positions as developed in collaboration with the Executive Director
- Individual Giving & Donor Stewardship - 45%
    - Campaign Project Management & Strategy: Collaborate with the ED to execute the fundraising plan and calendar, which includes campaigns such as recurring donors, letter appeals, church and public partnerships, and special events. Execute on the plan, prioritizing the involvement of the board and volunteers.
    - Donor Relations: Strategize with the ED to build and steward major donor portfolios.
    - Database Management: Oversee the donor CRM (NeonCRM) to ensure accurate gift tracking, donor segmentation, and tax receipts.
- Communications - 30%

    - Planning: Creates and implements an annual communications calendar and strategy
    - Content Creation: Work with the development team to capture photos, quotes, and stories from the food truck and cafe. Create engaging content for social media (Instagram, Facebook) and email newsletters.
    - Brand Advocacy: Manage the website, design promotional flyers and materials, and draft press releases to increase visibility for our pay-as-you-can model.
    - Community Education: Craft messaging that clearly communicates the "why" behind food justice, radical hospitality, and our progressive faith-based framework.
- Event Planning - 15%
    - Work with the development team to plan, prepare for and execute annual events (current events include: Volunteer Appreciation, Summer Kick Off Party, From Scratch Benefit, Gratitude Feast)
- Grants - 10%
    - Identify, strategize and prioritize promising grant opportunities. Write compelling grant proposals. Track grant cycles and submit accurate, timely impact reports to existing foundation funders.
    - Engage volunteers in writing smaller grant proposals, supporting them with draft materials and direction.

<u>Core Competencies</u>

- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates on their efforts on the most important priorities; can appropriately balance priorities.
- **Interpersonal Skills:** Builds appropriate rapport with donors and community members; excels at one-on-one interactions; listens for understanding; takes an invitational approach; considers the impact of their actions and words on others; uses diplomacy and tact; engages people and the work with positivity, optimism and abundance.
- **Written Communication:** Is able to write clearly and succinctly; utilizes engaging content and writing structures according to best donor engagement and grant writing practices; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.
- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable goals.
- **Professionalism:** Acts with awareness of what you bring into the room and how you come across to others regarding language, appearance, mannerisms,etc; maintains current knowledge of fundraising best practices; respects their own and other's time commitments; communicates with respect, politeness and clarity with varied populations.
- **Innovation and Creativity:** Implements new development practices as learned and appropriate; changes communication patterns and content on a regular basis for retention and engagement;

- **Tech & Design Savvy:** Proficiency with donor databases (NeonCRM), email marketing platforms, and graphic design tools (e.g., Canva).
- **Mission Alignment:** Comfortable working within a progressive faith-based framework (ELCA ministry) and passionate about food justice.

Schedule:
- 30 hours per week
- Hybrid work schedule. This person can use shared office space at our main location, as well as work from home, with the expectation that you are available for regular in person meetings.

Wage and Benefits:
- Wage $32/Hour, can be negotiated as an Hourly Nonexempt or Salaried Exempt position
- PTO accrual (includes sick and vacation time)
- Benefits - medical, dental and vision offered with employee contributions
- Paychecks come twice a month.

Reports to:
- Executive Director - Kari Olsen
- Shobi's Table Board of Directors

Locations:
- Kitchen/Office at Christ on Capitol Hill, 105 University Ave West, St Paul, MN 55103
- Serving Sites at Christ on Capitol Hill, Rice & Larpenteur, Faith in Frogtown, Allianz Field/Bethlehem Lutheran in the Midway

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