

# Institute Of Food Technologists

Founded in 1939, and with world headquarters in Chicago, Illinois, the Institute of Food Technologists is a not-for-profit international scientific society with over 20,000 members working in food science, technology and related professions in industry, academia and government. As the society for food science and technology, IFT brings sound science to the public discussion of food issues.

Our Chicago office has an opportunity available for a Vice President, IFT Foundation.

## **Overview**

The VP of Development is a key member of IFT Foundation's leadership team and pivotal to the effective operation and success of the foundation. The Vice President raises funds, coordinates fundraising activities, coordinates essential development office operations, supports the IFT Foundation Board and its committees, builds IFT Foundation relationships within its donor communities, and ensures communications to all stakeholders.

## **Essential Responsibilities**

### *Fundraising/Development*

- Achieve IFT Foundation's annual fundraising goals
- Effectively partner with IFT Foundation staff and volunteer leadership to develop strategic and annual tactical development plans
- Work with foundation volunteers to identify, research, recommend and cultivate prospective donors for major gifts and grants
- Implement a comprehensive donor stewardship program

### *Foundation Management*

- Effectively partner with IFT Foundation staff to support the IFT Foundation Board and its committees
- Develop and oversee the Foundation budget
- Ensure effective management of donor, gift and pledge records. Ensure invoices and pledge reminders are produced to collect outstanding funds
- Carry out the administrative duties of the position including management reports and schedules to assure that the Foundation leadership is informed

The Institute of Food Technologists is proud to offer the following benefits which include but, are not limited to: Medical and Dental Insurance, Retirement Plan, Tuition Reimbursement and Educational Assistance. To learn more about IFT, visit [www.ift.org](http://www.ift.org).

Please note! To be considered for this opening:

Salary requirements must be included

Attach resume as either a MS Word doc or pdf

Email resumes to the address below directly or via external recruiting website

We are an EOE M/F/D/V employer.

Kelley Ahuja, Chief Administrative Officer

Institute of Food Technologists

E-Mail: [apply@ift.org](mailto:apply@ift.org)