



## **JOB POSTING**

### ***Individual & Corporate Giving Manager***

#### **ABOUT US**

*Inter-Faith Food Shuttle envisions a hunger free community. We feed our neighbors, teach self-sufficiency, grow healthy food, and cultivate innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 9 million pounds of food per year, 37% of which is fresh produce. From Grocery Bags for Seniors, Backpack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.*

*The Individual & Corporate Giving Manager is responsible for managing donor relationships, which will involve identifying, qualifying, cultivating, soliciting, and stewarding individual and corporate donors. The focus of the role is on sustaining existing support, building deeper relationships with new donors, and developing personalized strategies to engage donors of both types. This position will work closely with the Director of Development and the Development Database Specialist to plan and execute the Food Shuttle's fundraising efforts.*

#### **DUTIES AND RESPONSIBILITIES**

##### **Primary duties and responsibilities**

- Manage the relationship between the Food Shuttle and an assigned portfolio of individual and corporate donors, ensuring each donor experience with the organization is consistent, high quality, and focused on our mission of ending hunger
- Develop strategies and employ tactics to strengthen relationships and increase gifts for each of the donors in assigned portfolio
- Strategically identify opportunities to invite new individuals and corporations to support Inter-Faith with a financial gift
- Conduct in-person donor engagements to build connection with Inter-Faith's mission. Engagements may include, for example, tours, meetings, farm visits, event invitations, and more
- Make in-person targeted requests of donors based on relationship, giving history, giving capacity and donor philanthropic interests
- Monitor and analyze assigned portfolio's performance to achieve annual goals
- Support the development and execution of special donor events including but not limited to major donor events, special marketing events, and other donor-specific events
- Write compelling proposals, follow-up letters, introductory letters, and acknowledgement letters and prepare background information and materials for cultivation and solicitation activities

- Collaborate as needed with Grants Team on Corporate relationships and applications, providing warm hand-offs where appropriate to Grants staff for the writing and submission of applications and reports
- Document all activity in the donor database according to defined protocol to drive fundraising and key metrics reports
- Support CEO, COO, Director of Development, members of the Board of Directors, and other leaders as required in building donor relationships and soliciting gifts. Prepare and conduct donor briefings as necessary to support leaders in engaging with donors

### **Secondary duties and responsibilities**

- Partner with colleagues from across the organization to stay abreast of Food Shuttle strategy and priorities. Strategically connect donors with this information and these content experts to build relationships and advance the Food Shuttle's mission

### **QUALIFICATIONS**

- Familiarity with donor development tools such as GivingDNA or similar donor profile tool
- Experience in a donor CRM environment such as Donor Perfect
- Commitment to living Inter-Faith Food Shuttle's value of naming and challenging inequity, even and especially when it is difficult, to create a hunger-free future for our community
- 2+ years of experience in fundraising, public relations, sales, marketing, account management, or related field
- Highly strategic orientation and strong organizational skills
- Strong writing and communication skills
- Relationship-centered approach
- A learner's mindset with innate curiosity, tenacity, and willingness to be bold in service of others
- Lived experience of food insecurity is a valued asset in this work

### **CORE COMPETENCIES**

- **Analytical Thinking:** The ability to tackle a problem by using a logical, systematic, sequential approach.
- **Fostering Teamwork:** As a team member, the ability and desire to work cooperatively with others on the team; listens and responds constructively to other team member's ideas. Provides assistance, information, or support to others, to build or maintain relationships with them.
- **Customer Orientation:** The ability to demonstrate concern for satisfying one's external and internal customers and other stakeholders.
- **Flexibility:** The ability to be open to different and new ways of doing things; willingness to modify one's preferred way of doing things.
- **Thoroughness:** Ensures that one's own and others' work and information are complete and accurate; carefully preparing for meetings and presentations. Sets up procedures to ensure quality of work (e.g., reports); monitors the quality of work, verifies information.

### **WORKING CONDITIONS**

This role requires work in an office setting as well as meetings with donors and other community members at offices and public spaces across the service area. This person will also attend conferences and fundraising events, some of which occur after regular business hours during the work week and on weekends.

### **PHYSICAL REQUIREMENTS**

A typical day requires one to reach, stand, walk, sit, bend and stoop. Must be able to lift and/or move 10 – 20 pounds.

### **EEO and Everify**

**Equal Employment Opportunity (EEO)** [Inter-Faith Food Shuttle] provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

**ADA Compliant:** [Inter-Faith Food Shuttle] is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact [HR department].

**Inter-Faith validates the right to work using E-Verify.** Inter-Faith will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

### **DIRECT REPORTS**

None

### **COMPENSATION & BENEFITS**

Pay Rate: \$50-\$52k based on qualifications and experience. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO) and ten (10) paid holidays.

### **TO APPLY**

Please send **resume and cover letter** to [recruiter@FoodShuttle.org](mailto:recruiter@FoodShuttle.org)

***Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.***