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### Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

### Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

### Values

Our core values define who we are and how we work with our communities. Foodlink & our team members

**Compassion** - treat all with dignity & respect; build kinship with those we serve

**Innovation** - say yes; avoid complacency risk failure in the pursuit of ending hunger

**Collaboration** - build a shared vision, create synergies, maximize resources

**Agility** - respond urgently to the ever-changing needs of our community

**Stewardship** - maximize the impact of every dollar, donation and asset

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**Job Title:** Development Manager, Donor Impact

**Created:** June 2021

**Department:** Marketing & Development

**Reports to:** Director of Development

**Status:** Full-time, Salary, Exempt

### SUMMARY

The Development Manager, Donor Impact is an integral part of Foodlink Development & Marketing team. They will oversee a donor/prospect portfolio by initiating, building, and maintaining dynamic, reciprocal relationships with individuals and families who have a desire to partner with Foodlink. They will build meaningful connections and opportunities to demonstrate donor impact and increase donor engagement. The Development Manager will create and implement a mid-level fundraising strategy & plan, in partnership with the Director of Development. As a fundraising leader, the Development Manager will employ Foodlink values and industry best practices to foster a culture of philanthropy across the organization.

### KEY RESPONSIBILITIES

- Manages a mid-level portfolio of donors
- Cultivates relationships by updating, appreciating, and asking mid-level donors to deepen their partnership with Foodlink, including solicitation of gifts
- Contributes to Foodlink's case for support and uses it to develop individual donor strategies
- Analyzes donor giving patterns to increase donor retention, upgrades, and conversion rates
- Implements strategies for mid/major donor segments through direct marketing, in-person visits, and calls – in collaboration with Director of Development and Annual Giving Coordinator
- Provides tours of Foodlink and engages donors in meaningful activities – ensures follow up with each tour participant to cultivate a relationship
- Works with the Director of Development to coordinate and track stewardship strategies for donor segments
- Learns about Foodlink programs and initiatives to effectively communicate the mission to donors
- Represents Foodlink at speaking engagements and check presentations as needed/requested
- Collaborates with Marketing & Development team on curating the donor experience at Foodlink events
- As a team, achieves weekly, monthly, and annual outreach, activity, and revenue goals; document interactions and appropriate donor information in Giveeffect CRM

- Generates reports and data analysis on progress toward fundraising goals for presentations to Leadership, Board, and committees
- Completes all other tasks as assigned by the Director of Development

#### Preferred candidates will have:

- Bachelor's degree and 3-5 years' experience or equivalent combination of education and development experience.
- Required: excellent writing skills; excellent interpersonal skills; proven ability to build relationships; highly organized with a keen attention to detail; strategic, creative, progressive thinker; computer literate
- Experience designing and executing proposals for annual campaigns; experience with direct mail appeals; experience producing reports and copy for brochures; CRM/Database experience a plus.
- A high level of discretion and ethical approach to fundraising
- Flexibility to attend occasional evening and/or weekend events.
- Fluency in English required, knowledge of Spanish helpful
- Comfort with phone communication and able to respond to questions with confidence
- Experience with Windows-based software, including use of the internet and advanced working understanding of Microsoft Office suite including Outlook, Word, Excel and Teams; Google suite; Email marketing software such as Constant Contact.
- Familiarity with donor data base basics for entry of contact records and other record changes
- Strong self-motivation and the ability to work on a team.
- Strong organizational skills and time management to follow time schedules, work plans, and meet deadlines
- Passion for the advancement of Foodlink's mission and a commitment to Foodlink's core values: Compassion, Innovation, Collaboration, Agility, Stewardship

We are actively seeking diverse candidates for this position and encourage applications from candidates of color.

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#### SALARY AND BENEFITS

This is a full time, salaried position paid at \$48,750/annually. Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

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#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand, walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

#### Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet *Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees will follow other instructions and perform other related duties as required.*

***Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran, or disability status.***