



JOB DESCRIPTION

POSITION: Manager of Individual and Corporate Giving
DEPARTMENT: Fund Development
REPORTS TO: Director of Fund Development
STATUS: Full time – Exempt

Job Summary

The Manager of Individual and Corporate Giving is an integral part of the Development team who is responsible for annual giving, research management and fundraising. This position will raise funds, and manage financial support for the Food Bank for Westchester through corporate and individual contributions and sponsorships. The Manager of Individual and Corporate Giving will work in partnership with the Director of Fund Development to actively steward, identify, solicit and steward corporate donors and is responsible for maintaining and building the individual donor program.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Corporate and Individual Giving

- Implement strategies for growing corporate and individual donations through non-traditional philanthropic channels (marketing/advertising dollars)
- In partnership with the Director of Fund Development and Director of Marketing and Communications, create a corporate and individual sales opportunity sponsorship packages including event sponsorships, logo recognitions, advertising opportunities, etc.
- Maintain and cultivate ongoing relationships with current corporate and individual donors
- Assist new funder prospecting, including: research, analysis of fit, template creation and proposal/grant writing
- Assist in developing methods for ensuring compliance with corporate and individual donor wishes and recognition
- Measure results of solicitations and participation; maintain accurate and complete records of donor communications. Prepare regular reports on all campaign activities.
- Represent the Food Bank on facility tours, at corporate speaking engagements, etc.
- Identify “key” industries and create solicitation plans

Database

- Use Moves management strategies to effectively manage donor classifications and communication strategies
- Manage Wealth Engine subscription and enter information into prospect report templates and database

Cultivation Events

- Coordinate events logistics to ensure an exceptional donor experience, with a focus on cultivation and stewardship.

- Conceptualize and implement membership programs and small donor cultivation events
- Maintain donor records as they apply to event attendance and contributions
- Coordinate volunteers for fundraising and cultivation events
- Track and thank event volunteers
- Attend all events

Required Education/Experience

- BA/BS degree in related field
- One (1) to three (3) years' experience preferably in development, marketing, communications or event planning
- A demonstrated interest in social issues
- Success in performing effectively in a fast paced work environment

Required Knowledge/Skills

- Excellent recordkeeping, writing, communications and interpersonal skills.
- Must be proficient in latest software and technology.
- The ability to prioritize and perform multiple tasks simultaneously with minimal supervision.
- Extremely organized detail oriented and able to keep accurate records and follow up.
- Ability to act in an entrepreneurial manner taking initiative, being responsive to new opportunities and create value in the face of obstacles.
- Must have valid driver's license and use of a vehicle to travel for Food Bank business.

Physical Requirements:

- Ability to lift, carry, and set up a variety of promotional materials including electronics, materials in boxes, and table top screens (weighing up to 50 pounds).
- Ability to pack, unpack and put away various materials.
- Prolonged standing, walking and bending in addition to sitting in front of a computer.
- Ability to access, research, read, review, enter and retrieve information from computer, hard copies and desk top publishing systems.
- Ability to give regular communications in person, writing, by email and by telephone
- Ability to give speeches and presentations to groups.
- Ability to travel independently in the daytime and evening to regional and national destinations.
- Ability to access all work sites of the agency.

Working Conditions

- Working inside a warehouse environment and the Food Bank offices.
- Working outside in all weather conditions in all Westchester communities
- Travel throughout the Food Bank for Westchester service area.
- Ability to work irregular or extended hours.

The purpose of this job description is to provide an overview of the scope of the position. This is not a comprehensive list of duties/responsibilities. Other duties and responsibilities may be assigned.

Signature

Date

Print Name