



*Who will feed the kids this weekend?*

## **Job Posting**

### **Managing Director – Chicago, Illinois**

#### **BACKGROUND**

Blessings in a Backpack (Blessings) mobilizes communities, individuals, and resources to provide food on the weekends for elementary school children across America who might otherwise go hungry. Each week of the school year, Blessings and its thousands of volunteers and partners send a bag of food home with children who, during the week, are fed by the free and reduced-price meal program.

During the 2018-2019 school year, approximately 87,000 children at over 1,000 schools nationally received a Blessings bag each week.

#### **POSITION SUMMARY**

This position requires a take-charge, self-starter to lead the Blessings program in the geographic area. The Managing Director will have overall responsibilities for implementing Blessings strategic plan with a focus on board development, local fundraising, volunteer management, program sustainability and expansion, and operations. The Managing Director will conceptualize and manage complex project plans, working in close collaboration with the Blessings senior management team and local advisory board.

The Managing Director is a direct report to the Chief Program Officer of Blessings.

Volunteer community members play a key role in chapter program operations, special events, and local activities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Key responsibilities include:

- Fundraising: Secure support to fund the chapter's budget, utilizing materials and campaigns created jointly with the national fund development team. This includes:
  - Individual giving: annual fund, monthly giving program, major gifts, family foundations, and planned giving
  - Corporation Partnership Program: Sponsorships, school investor partnerships, employee engagement packing events, and regional general support
  - Grants: United Way, corporations, foundations, etc.
  - Events: Giving Tuesday, community open house, and others as identified
  
- Public relations and marketing: Develop brand recognition and relationships in the geographic region, utilizing materials and campaigns created jointly with the national marketing team and local materials. This includes:
  - Back-to-school campaign
  - Giving Tuesday campaign
  - Local story telling and PR efforts
  - Attending community events, such as Chamber of Commerce, United Way, etc.
  
- Volunteer management: Engage members of the community to give their time to help feed more kids on the weekends, including:
  - Board: Working with the national office, recruit, train, and support the local advisory board in their efforts to help fundraising, build brand recognition, and drive growth
  - Program: Recruit, train, and support local program volunteers
  
- Program operations: With support of the Blessings Program Manager, work with the local volunteer teams and school coordinators, ensure weekly program management and operations, including:
  - Manage food ordering process
  - Ensure weekly bag distribution at partner schools runs smoothly
  - Develop and monitor chapter and program location budgets to ensure appropriate resource availability and allocation
  - Maintain understanding of chapter budget status and communicate with internal stakeholders as needed
  - Coordinate the annual chapter budget planning process
  - Ensure that donor requirements are met within chapter financial operations

## **BASIC QUALIFICATIONS**

### *Education*

- Bachelor's degree

### *Fund Development*

- Minimum five years of fund development experience in the geographic area, or comparable sales/revenue generation experience
- Proven track record of managing portfolios of donors from diverse sources, securing \$500,000+ annually
- Experience in donor cultivation, stewardship, and grant writing
- Experience in planning and executing special events for fund-raising

### *Community Relations*

- Knowledge of and connections to the community
- Experience in working with a volunteer Board (Advisory Board or Board of Directors)
- Demonstrated effectiveness in working with diverse groups of people
- Ability to build and maintain effective internal and external interpersonal relationships

### *Financial Management*

- Experience in budget development
- Experience in managing the overall P&L of an operating unit or department

### *Communication*

- Writing skills for effective presentations, reports, memos
- Public speaking experience in addressing various sized groups in both informal and formal meetings

### *Measurement and Results Orientation*

- Demonstrated success in working in organizations with accountability systems with metrics for outcomes and results
- Ability to handle and prioritize multiple tasks/projects while maintaining attention to detail

#### *External engagement*

- Willingness and ability to attend local business and social events that require both workday and evening availability, plus travel within the geographic area
- Ability to travel overnight by airplane on a limited basis

#### *Computer Skills*

- Proficiency in Microsoft Office programs

#### *Additional Requirements*

- Home office in the geographic area
- Personal car transportation (mileage is reimbursed in accordance with IRS rules)
- Valid driver's license
- Desire to make an impact on food insecure children in your community

#### **PREFERRED QUALIFICATIONS**

- Sales and customer relationship management experience
- Knowledge of effective marketing strategies and tactics
- Work experience in a face paced, growth oriented, entrepreneurial organizational environment
- Project management experience
- Knowledge of Raisers Edge

#### **BENEFITS**

Medical Insurance, Dental Insurance, Vision Insurance, Paid time off (PTO), Paid Holidays, Paid Winter Break, Summer Fridays, FSA Plan, 403(b) Plan

Relocation assistance is not available.

Applicants should send cover letter and resume to [carolb@blessingsinabackpack.org](mailto:carolb@blessingsinabackpack.org).

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