



Who will feed the kids this weekend?

Job Description

Managing Director—Northwest Oregon Chapter

BACKGROUND

Blessings in a Backpack (Blessings) mobilizes communities, individuals, and resources to provide food on the weekends for 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 at risk of going hungry when school meals are unavailable.

During the 2019-2020 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 Northwest Oregon 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 Vice President of Chapter Relations, working closely with the local Advisory Board.

The Northwest Oregon Blessings Chapter was established in 2020 and served over 2,000 children at over 50 schools during the 2020-2021 school year.

ESSENTIAL DUTIES AND RESPONSIBILITIES

With a focus on feeding more kids and building sustainability in the Northwest Oregon Chapter, 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
 - Develop and maintain local “School Partner” program
 - Work closely with Counselors, Community Liaisons, Administrators, and school leadership
- Public relations and marketing: Maintain and enhance 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 storytelling and PR efforts
 - Attending community events, such as the Chamber of Commerce, United Way, etc.
 - Maintain and develop local corporate partnerships
- 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: Working with the local volunteer team and Blessings School Coordinators to ensure weekly program management and operations, including, but not limited to;
 - 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

The ideal candidate will be a proactive leader and strategic thinker with a proven track record in fund development, community relations, nonprofit program knowledge, and financial management. Basic qualifications include:

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 local Northwest Oregon 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 review and development
- Experience in managing the overall P&L of an operating unit or department

Communication

- Writing skills for effective presentations, reports, memos, and grant-writing
- Experience in public speaking to address 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 fast-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.

Interested individuals should send cover letter and resume to carolb@blessingsinabackpack.org.

It is our policy as an Equal Employment Opportunity Employer to provide equal opportunity to all qualified persons and to administer all aspects and conditions of employment without regard to race, religion, color, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, military service in employment, marital status, genetic information, parental status, pregnancy, and/or any other protected classification, in accordance with applicable federal, state, and local laws.