



Associate, Fund Development

Posting Date: October 12, 2021

Reports to: Chief Development Officer

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 2019-2020 school year, approximately 88,000 children at over 1,000 schools across the country received a bag of weekend nutrition from Blessings in a Backpack each week.

POSITION SUMMARY

Reporting to the Chief Development Officer, the Associate, Fund Development is responsible for organizing and executing the fundraising efforts for the organization. The position will help to develop fundraising strategies & implement key tracking methodologies to assist in streamlining the donor moves management process. Additionally, the position works with the Chapter and volunteer support services teams to support implementation of the fundraising strategy in their markets.

While the preference is that this position works from the Chicago office, this can be a remote position located in any geographic area within the country.

ESSENTIAL DUTIES AND RESPONSIBILITIES

With a focus on helping to increase and optimize Blessings in a Backpack's fundraising revenue streams, key responsibilities include:

- Develop and maintain a comprehensive donor tracking system (outside of Raiser's Edge) that will incorporate all aspects of a current or prospective relationship.
- Conduct all prospect/donor research for the organization to help identify new revenue sources. This includes but not limited to Foundations, Corporations and Major Gift prospects.
- In partnership with Marketing & the Financial Analysis and Accounting, manage all aspects of the National office stewardship process. This includes tracking all donors against the stewardship matrix to ensure benefits are being met.
- In partnership with the Chapter Managing Directors, create a template stewardship toolkit that will mirror the National office matrix.
- In partnership with the Chief Development Officer, work on initiatives to expand and personalize the stewardship process.

- Manage the ENews, Annual Report & holiday card processes for the National Fund Development team.
- Assist the Manager, Corporate & Foundation Relations with grant writing applications and tracking of submissions.
- Assist in overseeing the logistics of employee engagement and packing events.
- Provide Chapters with event logistics support when needed.
- Serve as Marketing liaison for the Fund Development Team on key initiatives which includes creating new collateral to be used for the donor cultivation and stewardship.
- As needed, help to prepare briefing documents or presentations for the Chief Development Officer.
- Assist the Chief Development Officer with donor analysis and revenue reporting, projections and other dashboards as needed.
- Identify team training opportunities and best practices.
- Manage all miscellaneous tasks and projects for the Fund Development team.
- Maintain donor records, notes and action items in Raiser's Edge/NXT.
- Stay apprised of advancements and changes pertinent to fundraising and the development professions overall.

BASIC QUALIFICATIONS

The ideal candidate will be a proactive leader and strategic thinker with a proven track record in fundraising and donor relationship management. Basic qualifications include:

- Bachelor's degree required.
- Minimum three years of fund development experience.
- Ability to project manage in scenarios where there are multiple stakeholders and priorities.
- Demonstrated excellence in organizational and communications skills, both written and verbal.
- Demonstrated commitment to accountability, measuring outcomes, and a results-oriented culture with the ability to gather and analyze data.
- Desire to make an impact on the lives of food insecure children in at fast-paced, entrepreneurial environment.
- Knowledge of donor databases and proficiency in Microsoft Office programs with strong Excel skills.
- Experience working with grant writing databases.
- Ability to handle and prioritize multiple projects while maintaining attention to detail.
- Commitment to diversity, equity, and inclusion, diplomacy, and the ability to honor confidentiality.
- Ability to work with diverse groups of people.
- Sound judgment, professionalism, and a positive attitude.
- Resourcefulness, creativity, and strong problem-solving skills.
- Ability to travel nationally or regionally as needed, approximately 4-6 times per year.

PREFERRED QUALIFICATIONS

- Knowledge of Raiser's Edge donor database.
- Ability to work some evening/weekend events.
- Ability to lift 30 lbs.

BENEFITS

Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Short-Term Disability Insurance, Paid Time Off, 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.

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