



Position: Fund Development Coordinator
Full-time, Exempt

Posting Date: August 19, 2024

Location: Frederick County, Maryland; Remote

Expected Annual Salary Range: \$45,000 - \$52,000

BACKGROUND

Blessings in a Backpack mobilizes communities, individuals, and resources to provide food on the weekends for school-age children across America who might otherwise go hungry. Each week, in collaboration with thousands of dedicated volunteers and partners nationwide, we send bags of nourishing food home with children who rely on free and reduced-price meal programs during the school week. In the 2023-2024 academic year, we distributed 3.3 million bags of food, making a tangible difference in the lives of countless children and families.

As a national organization, Blessings operates through seven regional chapters and over 1,200 community-driven programs. Our collective impact is supported by a team of employees who work to ensure the success of mission delivery across all locations.

The Frederick Blessings Chapter currently serves over 4,200 children at 30 program sites. Established in 2020, the chapter is led by a managing director and supported by an advisory board comprising business, civic, and community leaders.

Here, you'll find an energetic environment where passion meets purpose, and every action contributes to building a brighter future for our communities' children. Join us in our mission to ensure no child goes hungry on the weekends.

POSITION SUMMARY

The Fund Development Coordinator of the Frederick Chapter of Blessings in a Backpack will play a pivotal role in advancing the organization's mission by implementing strategic fundraising initiatives.

Reporting to the Managing Director, Frederick Chapter, the Fund Development Coordinator will be responsible for cultivating relationships with donors, coordinating fundraising events, and overseeing grant applications. The successful candidate will have a passion for addressing childhood hunger, exceptional interpersonal skills, and a proven track record in fundraising.



KEY RESPONSIBILITIES:

- **Donor Relations:** Cultivate and maintain relationships with individual donors, corporate sponsors, and community partners to secure financial support for Blessings in a Backpack.
- **Fundraising Events:** Plan, coordinate, and execute fundraising events to engage the local community and raise funds for the organization. This includes both virtual and in-person events.
- **Grant Management:** Research, write, and submit grant proposals to foundations and other funding sources. Manage grant reporting requirements and ensure compliance.
- **Campaign Development:** Collaborate with the Managing Director to develop and implement strategic fundraising campaigns to meet the financial needs of the organization.
- **Database Management:** Maintain accurate and up-to-date donor information in the organization's database. Ensure timely acknowledgment of donations and donor communication.
- **Collaboration:** Work closely with the Managing Director and other team members to align fundraising efforts with the overall goals and objectives of the Frederick Chapter.

BASIC QUALIFICATIONS:

- Bachelor's degree in a related field.
- Proven experience in fundraising, donor relations, or related roles.
- Strong written and verbal communication skills.
- Ability to work independently and collaboratively in a dynamic, fast-paced environment.
- Ability to travel overnight on a limited basis.
- Personal car transportation (mileage is reimbursed in accordance with IRS regulations).
- Valid driver's license.
- Knowledge of and commitment to addressing food insecurity among children.

BENEFITS

Medical Insurance, Dental Insurance, Vision, 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

HR@blessingsinabackpack.org

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