

Feeding the Gulf Coast Job Description

Job Title: Philanthropy Manager

Department: Development and Marketing

Reports To: Vice President of Development and Marketing

FLSA Status: Exempt

Location: Theodore, AL

About the Organization: As a member of Feeding America, and a United Way Member Agency, Feeding the Gulf Coast works through member organizations and special programs to provide nutritious food to meet the challenge of feeding people who are hungry as a result of systemic poverty, personal crisis, or disaster. Additionally, Feeding the Gulf Coast educates the public regarding domestic hunger, proper nutrition and other related issues. Feeding the Gulf Coast serves a 24-county area spanning south Alabama, south Mississippi, and the panhandle of Florida.

Summary: The Philanthropy Manager will work under the direction of the Vice President of Development and Marketing to implement all aspects of fundraising activities for Feeding the Gulf Coast. This includes coordinating planned giving, major giving, annual giving, capital campaigns and corporate donations. With the goal of expanding and enhancing corporate and individual relationships, the Philanthropy Manager is responsible for identifying and soliciting new prospects, managing donor relations and securing funding sources that support the immediate and long-term goals of Feeding the Gulf Coast.

Duties and Responsibilities include the following:

Major Gifts, Planned Giving and Annual Giving

- Works with the Vice President of Development and Marketing to grow and diversify sources of giving.
- Establishes and implements a comprehensive plan for the marketing of planned giving, and major giving including developing informational resource materials and strategies for contacting donor target groups.
- Assumes responsibility for a portfolio of mid-level and planned giving prospects and donors; works closely with Vice President of Development and Marketing to develop and implement tailored action plans, solicitation strategies and proposals for each prospect; makes face-to-face calls both with and without key Feeding the Gulf Coast staff.
- Oversees monthly giving program. Nurtures existing monthly donors, cultivates growth and coordinates opportunities to expand monthly giving program.
- Responsible for coordinating, executing and evaluating annual and special appeals to build individual and corporate giving.
- Identifies, cultivates and solicits existing and prospective individual, corporate and other supporters to achieve annual and long-range fundraising goals.

Stewardship and Communication

- Supports the CEO, Board of Directors and Vice President of Development and Marketing in fostering and maintaining strong relationships with major gift and individual donors.
- Creates opportunities which support the highest standards of donor stewardship aimed at deepening engagement with current donors and building the pipeline for leadership for

major gifts, corporate partnerships and planned gifts.

- Responsible for establishing, implementing and maintaining processes for donor recognition at multiple levels of donor engagement.
- Maintains consistent and meaningful contact with current and prospective donors.
- Works collaboratively with members of the marketing team to prepare articles, information and marketing materials, as required, to support gift opportunities and recognize donors and sponsors.
- Maintains the highest level of confidentiality and professionalism in communicating with donors, potential donors and community partners.

Networking and Community Engagement

- Coordinates activities associated with engaging the community for the organization, ensuring integrity and a positive organizational image.
- Represents the food bank at a variety of community events and chamber meetings to increase awareness of our mission and how others can volunteer, partner, and donate food and/or funds.
- Identifies new ways to increase community engagement, revenue and organizational partnerships.
- Works closely with development and marketing team members to build awareness opportunities and incentives for corporations and corporate foundations, event sponsorships, cause-marketing opportunities and employee giving campaigns.

Other

- Participates in required Feeding the Gulf Coast departmental and organizational meetings.
- Prepares reports of fundraising activities as requested and ensures revenue goals and specific measurable objectives, strategies and funding timetables are met.
- Responsible for donor database entry and maintenance of donor and gift records including updating as needed. Oversees the accurate recording of donor contacts in conjunction with Moves Management strategies and principles.
- Prepares reports, memos, letters, and other documents as needed for the President & CEO and Vice President of Development and Marketing.
- Identifies, solicits and secures special event sponsorships in collaboration with the marketing and community engagement team.
- Works directly with Vice President of Development and Marketing to create and establish detailed acceptance policies, procedures and protocols for various types of donations, including establishing procedures for the tracking and qualifying of planned gift/major gift prospects and supporting these procedures through careful and confidential record keeping.
- Maintains an evolving knowledge of the fundraising field generally, including seeking professional development opportunities which strengthen expertise of current issues and trends.
- Perform various other marketing and development duties as assigned.

Qualifications and Key Competencies:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities.

- Bachelor's degree from an accredited college or university

- At least three years of successful fundraising experience soliciting individual and corporate gifts.
- Demonstrated knowledge of best practices and standards related to donor cultivation, solicitation and stewardship.
- Proven ability to cultivate, manage and lead major gifts, planned giving campaigns and monthly donor programs.
- Demonstrated history of meeting or exceeding fundraising goals.
- Knowledge of AFP fundraising guidelines and policies.
- Excellent persuasive writing, interpersonal, networking, presentation and negotiation skills.
- Self-motivated and able to prioritize tasks and goals while working to successfully maintain and complete multiple ongoing projects.
- Strong interpersonal and relationship building skills; excellent communication skills both oral and written.
- Detail-oriented and highly professional.
- Proven ability to be decisive, organized, and manage time effectively.
- Highly proficient with Microsoft Office products (Word, Excel, PowerPoint, etc.) as well as CRM software such as DonorQuest, Raiser's Edge, etc.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite and Google Gmail.

Education/Experience:

Bachelor's degree (B. A. / B. S.) or four to six years related experience and/or training; or equivalent combination of education and experience.

Certificates and Licenses:

Valid driver's license with driving record that meets company insurance requirement.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is regularly required to sit; use hands; and talk or hear. The employee is frequently required to stand; walk; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts; and outdoor weather conditions.

The noise level in the work environment is usually moderate.

If interested, please send your resumes to Alycia Skull, HR Administrator, at askull@feedingthegulfcoast.org.