

Job Title: Donor Relations Manager, Second Harvest Food Bank of ECI

Status: Full Time, exempt

Place in the Organization:

- Report to the Chief Operations Officer in all aspects of development and administrative functions.
- Interns as assigned and recruited report to this position

Purpose:

- Create, engage, and manage – donor relationships to meet the financial requirements that support desired outcomes with our Help for Today and Hope for Tomorrow funding framework.

General Responsibilities & Duties:

- The ability to think creatively and to articulate the vision, mission, and impact of Second Harvest Food Bank of East Central Indiana
- Has experience in fundraising through one-on-one engagements and direct asks – and a track record of gifts.
- The ideal candidate enjoys **telling a great story**, engaging with **empathy**, and **being bold** in making asks and getting **results**. *This is a person who is comfortable working within a proven model and frameworks – and can self-motivate to focus on the activities that drive results*
- Excellent writing and communication skills
- The ability to interact professionally with prospects and donors, volunteers and staff
- Proven project management skills and the ability to handle multiple projects within tight deadlines
- The ability to successfully handle routine clerical and administrative tasks for annual giving, special events, campaigns, direct mail and marketing programs
- The ability to absorb, calculate and clearly communicate hunger statistical data and understands how to be in meaningful relationships
- The ability to work independently as well as in a team setting
- All other duties as assigned by Chief Operations Officer
- The ability to use discretion and independent judgment in time management to meet our objectives

Specific Responsibilities:

- Owner of a fundraising portfolio
- Coordinate Major Donor & Legacy Society relationships
- Assist with future capital campaigns
- Identify and prioritize new prospects from diverse sources (including current investors), in collaboration with our fundraising team, other key leaders and supporters, to exceed personal fundraising goal and the financial requirements of the organization
- Assist with fund raising events/activities
- Conduct prospect research, analysis, and strategy about prospect predisposition and visits
- Visit with prospects and make asks, sometimes leading, and sometimes supporting
- Work in relationship with development team to create the quarterly donor newsletter
- Update and maintain online database of prospects and donors

Requirements:

- Provide a positive presence in a teamwork environment
- Business development/fundraising or related experience
- Event/meeting planning experience

- 5 years Development experience or a bachelor's degree in a related field
- Valid Driver's License and personal vehicle
- Ability to bend and lift a minimum of 20 lbs.
- Ability to work with diverse personality types

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