



Position Announcement
Donor Engagement Officer

Application Dates:

July 14, 2021 (open) Until Filled.

Resumes will be reviewed on rolling basis until position is filled.

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit www.foodbankonline.org, Facebook, or Twitter.

Position Overview: The Donor Engagement Officer is a key member of the Foodbank’s Impact and Innovation Department and works collaboratively with development staff, members of the leadership team, programming staff as well as board members and volunteers in raising private funds to support the Foodbank’s mission through annual, major and planned gifts. The Donor Engagement Officer will focus on ensuring excellent stewardship and cultivation of existing donors and new donors and prospects. Reporting to the Director of Development, the Donor Engagement Officer will manage a portfolio of approximately 125 current and prospective donors and will be expected to identify, qualify, cultivate, solicit and steward these individuals, corporations and foundations. The Donor Engagement Officer will spend significant time meeting with individuals and organization (externally as circumstances permit) building the Foodbank’s visibility, impact and financial resources.

Duties and Responsibilities:

- Manage a portfolio of 75-125 donors and prospects (\$5,000+); build and deepen relationships with assigned individuals and organizations, working to upgrade their giving.
- Develop personalized cultivation, solicitation and stewardship strategies for major gift and planned gift donors and prospects.
- Assist the Director of Development, in the development a robust planned giving program, including the establishment of a legacy society.
- Assist in the development of goals and strategies for the Impact and Innovation Department with respect to major and planned gifts.
- Actively participate in the development and creation of personalized and department wide stewardship strategies.
- Actively participate in a major gift fundraising capacity building initiative; assist the President and CEO, Chief Impact Officer, Director of Development, board members and volunteers in scheduling, preparing for and accompanying them on major donor visits.
- With the Director of Development, regularly analyze and report results and work to establish fundraising goals and metrics.
- Work to fully understand and advance the mission, priorities and support for the Foodbank in annual fundraising activities and any special campaigns.
- Other duties as assigned by the Director of Development.

Educational and Experience:

- Minimum: Bachelor's Degree in relevant field of study or equivalent combination and experience.
- Minimum: 5 years of donor/client relations or fundraising experience.
- Experience working with major donors is preferred.

- Planned giving experience is a plus.
- Highly proficient in MS Office (Word, Excel, PowerPoint) and command a working knowledge of fundraising database software.
- Raiser's Edge experience a plus.

Base Salary \$63 – 85K: Salary is commensurate with education and experience.

How to Apply: <https://foodbankonline.org/about-us/careers/> or email cover letter and resume to orfrecruiting@foodbankonline.org , Subject: Donor Engagement Officer Position

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at orfrecruiting@foodbankonline.org.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.