



Position Announcement
Donor Relations Coordinator

Application Dates:
Internal Posting for Foodbank SEVA Employees
August 17, 2021 – August 22, 2021
External & Internal Posting
August 23, 2021- Until 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.

Job Description:

Donor Relations Coordinator is a role in the Programs & Development Department at the Foodbank of Southeastern Virginia and the Eastern Shore (FSEVA). The position will collaborate with a team of professionals and volunteers working together to develop and implement comprehensive development strategies focused on cultivating and stewarding donor relationships that leverage financial support for the Foodbank’s mission, "leading the effort to eliminate hunger in our community."

Under the leadership of the Foodbank’s Annual Fund Manager, the Donor Relations Coordinator is responsible for stewardship and designing stewardship strategies for all donors. This position will also support the Development team to steward major level donors, loyalty societies (FEED365 and Women Ending Hunger), and those who give to specific campaigns (Give Local 757, United Way, Combined Charities and Feeding America Cause Marketing Efforts) or projects.

Work Hours/Shift: Monday-Friday; full-time; non-exempt; some weekend and evening work required for special events, and out-of-town conferences.

Requirements:

- Leads, develops, creates and implements strategies and programs (donor acknowledgment, stewardship reporting, donor recognition, donor engagement, or special events) designed to enhance and strengthen the Foodbanks relationship with donors and significant donor prospects.
- Under supervision and in conjunction with the Annual Fund Manager, set goals and strategies using data-driven decision making, for responsible programs, and oversees the evaluation of outcomes and effectiveness.
- Utilizes best practices for the development of an overall donor relations strategic plan.
- Design, review, and validate stewardship data for donor funds and reports including year-end annual reports and donor impact reports.
- Determines data needs for programs including data collection, data management, analysis and reporting for projects, as well as how data should be collected, routed, analyzed, and reported in Donor Quest/Raiser’s Edge.

- Develops strategy for and oversees creation of individualized stewardship plans for high-level donors as well as effective university-wide stewardship activities.
- Participate in local United Way, Combined Charities, and employer events designed to communicate the Foodbank's mission and work with local employers who support the Foodbank through employee giving campaigns. Identify potential local cause marketing campaigns that can serve the Foodbank's mission.

Essential Education: Minimum: Bachelor's degree in business, marketing, public administration or other related field of study is required.

Work Experience:

- Minimum: 2 years of experience in communications, marketing or fundraising with some oversight for managing volunteers. Experience working in nonprofit, human service organization is preferred.
- Preferred: 5 years' experience working in a nonprofit, human service organization.

Required skills, Abilities & Certifications/Licenses or Registrations:

- Proven ability to work in a professional team environment.
- MS Office - Word, Excel, PowerPoint proficiency.
- Excellent written and verbal communication skills.
- Skills in computer applications i.e. word processing and database management.
- Ability to do basic analysis of financial data.
- Good judgment and discretion.
- Experience in event planning and fundraising.
- Ability to work independently with minimal supervision.
- Ability to prioritize tasks and demonstrate efficient time management.
- Demonstrate problem-solving and trouble-shooting skills.
- Demonstrate attention to detail, accuracy, and compliance with deadlines.
- Ability to work cooperatively and collaboratively with other Foodbank staff, volunteers, community organizations, donors, and vendors.
- Ability to present a professional demeanor under a variety of conditions.
- Aptitude for learning databases (Donor Quest, Raiser's Edge) and online financial systems (Classy).
- Valid Driver's License.

Physical Demands: While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

- This job requires that weight be lifted or force be exerted up to 25 pounds when handling donations, documents and files.
- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Regularly required to talk or hear when communicating with employees and clients.
- The employee frequently is required to stand and or walk for extended periods of time.
- Use hands and fingers to handle, or feel.
- Reach with hands and arms.

Travel Requirements: Local travel required. Some overnight travel; less than 10% will be expected.

Job Type: Full-time.

Pay: Starting at \$18.10 per hour.

To Apply: Visit our website at <https://foodbankonline.org/about-us/careers/>.

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.