



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:

The Donor Relations Coordinator is a role in the Resource Development Department. Under the leadership and guidance of the Annual Fund Manager, the position is responsible for the development and implementation of comprehensive development strategies focused on cultivating and stewarding donor relationships that leverage financial support for the Foodbank’s mission. In addition to supporting the Foodbank’s stewardship and recognition efforts, this position is responsible for supporting the Foodbank’s digital fundraising efforts and also leads our Feeding America and local cause marketing campaigns.

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

Requirements:

- Provide input for donor relations strategic plan.
- Create, develop, and implement strategies and programs (donor acknowledgment, stewardship reporting, donor recognition, donor engagement, or special events) designed to enhance and strengthen the Foodbank’s relationship with donors and significant donor prospects.
- Design, review, and validate stewardship data for donor reports including year-end annual reports and donor impact reports.
- Collaborate with communications and development staff and third-party vendors to acquire and retain online donors to grow our online revenue and create a top-notch online giving experience for our donors.
- Participate in local United Way employer events designed to communicate the Foodbank’s mission with local employers who support the Foodbank through employee giving campaigns.
- Identify and recruit local businesses for Cause Marketing campaigns that 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 & Education Experience:

- Minimum: 2 years of experience in communications, marketing or fundraising, with some oversight for managing volunteers.
- Preferred: 3-5 years of experience working in a nonprofit or human service organization.
- Preferred: Associate or bachelor's degree in business, marketing, public administration, or other related field of study.

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.