

Job Title: Mid-Level Philanthropy Officer
Reports To: Senior Leadership Gifts Manager
Classification: Regular, Full-Time, Exempt
Location: Concord, CA

Who We Are

For 50 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

About this Opportunity

The Mid-Level Philanthropy Officer is one of five positions on the Leadership Gifts Team, reporting to the Leadership Gifts Manager. Working collaboratively with the Donor Relations team, the major giving Philanthropy Officer, Leadership Gifts Manager, and other development staff, the position will directly manage a portfolio of approximately 150 mid-major donors (giving range \$2500-\$5000) and oversee all related processes including the identification, cultivation, solicitation and stewardship of these donors.

Essential Duties and Responsibilities

- In collaboration with the Leadership Gifts Manager and the Donor Relations team, develop and implement a mid-level gifts program by creating an engagement calendar, stewardship plan, and performance measures to track meaningful activities and growth in mid-level giving.
- Maintain and develop a personal donor portfolio with current mid-level donors. Develop new relationships through cultivation and prospecting opportunities to inspire donors to give at their full philanthropic capacity.
- Identify prospects for upgrades to the major-giving level. Work with the major gifts Philanthropy Officer to create an individualized plan for those donors.
- Prepare collateral, promotional materials, solicitation letters, and stewardship reports customized to mid-level donors.
- Engage mid-level donors through existing donor recognition and stewardship programs and events. Create new, personalized opportunities for engagement when gaps are identified.
- Meet with donors throughout Contra Costa and Solano Counties and visit distribution sites at minimum once per quarter.
- Document all interactions and asks (planned, open, and closed) with donors in CRM.

Qualifications

- A minimum of three years of direct experience in fundraising required. Experience in individual giving, annual fund program, or role with frontline fundraising highly preferred.
- Strong track record of success managing and growing a portfolio of donors.
- Understanding of the role of development and individual giving program within the context of a nonprofit organization required.
- Proven track record working in a collaborative team environment with people of diverse backgrounds and circumstances and the ability to develop strong rapport and relationships with stakeholders including donors, volunteers, colleagues, board, and executives.
- Experience evaluating processes and making strategic recommendations that increase fundraising success.

- Comfortable attending in-person events and networking with individuals from a variety of backgrounds.
- Significant level of computer proficiency including MS Office and CRM tools; Salesforce experience preferred.
- Strong knowledge of project management principles including development and coordination of plans, communication, collaboration, budget, and time management.
- Ability to develop and use creative and innovative methods and the judgment to know when innovation makes sense.
- Ability to use independent judgment and make sound decisions.
- Excellent written and verbal communication skills; experience writing creative and impactful communication that inspires donors to give.
- Ability to work efficiently in a fast-paced, deadline driven role.
- Ability to work flexible hours, including evenings and weekends, as needed.
- Valid California Driver's license, current insurance and ability to be insured by Food Bank insurance, and personal vehicle. Ability to drive personal car for work related purposes (mileage will be reimbursed at the standard Federal rate)

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties.

Compensation and Benefits

This is a full-time, exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$80,000 annually.

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

Please send your resume and any supporting documents to hr@foodbankccs.org with the subject line: **"Mid-Level Philanthropy Officer"** Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
4010 Nelson Ave
Concord, CA 94520**

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

For more information about us, please visit: <http://www.foodbankccs.org/careers>