

JOB DESCRIPTION

Development Administrator

Job Title: *Development Administrator*
Reports to: *President / CEO*

Department: *Development*
Classification: *Full Time, Exempt*



JOB SUMMARY

The Development Administrator will work with the President & CEO and the Leadership team to create, implement, and evaluate an overall strategic giving plan for the Kansas Food Bank. The Development Administrator will work closely with the Director of Finance, the Marketing Communications Specialist and the Development Committee to accomplish these tasks. The Development Administrator will participate as a member of the Leadership Team

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Collaboration
 - Participate as a member of the Leadership Team to bring development expertise and to work together to provide strategic guidance to the Food Bank.
 - Work as a team player with other staff doing fundraising, helping to coordinate and assist the overall fundraising plan.
- Individual Donor cultivation
 - Manage a personal portfolio of donors resulting in face-to-face solicitation and cultivation.
 - Direct the stewardship of potential, current, and past donors. Assist in setting up large donor contacts for the President/CEO.
 - Provide personal acknowledgement for significant donor gifts and ensure timely and appropriate thank you letters, calls, and outreach.
- Strategic planning
 - Collaborate with the President/CEO, the Leadership Team and the Development Committee to create, implement, and evaluate an overall strategic giving plan for the Kansas Food Bank that encompasses:
 - Taking the lead in soliciting individual donors giving from \$500 to \$10,000
 - Supporting the President/CEO in soliciting donors giving major gifts (over \$10,000)
 - Helping the Marketing Communications specialist in procuring Corporation and Foundation gifts
 - Working with the President/CEO managing planned and estate gifts.
 - Helping coordinate Donor events.
 - Ensuring compliance with rules and regulations governing fundraising by a 501(c)3 organization, including adherence to IRS regulations.
- Corporate donors
 - Work with the Marketing Communications specialist to help facilitate corporate and foundation sponsorships from organizations whose interests match strategic food bank initiatives and needs.
 - Be aware of Funnel grant opportunities to our grant writers as appropriate.
- Outside events and interactions
 - Work with fundraising and communications staff in creating events that help drive giving.
 - Work with the Volunteer Coordinator to provide opportunities for donors to experience working hands-on to help them engage more deeply with the Food Bank's mission.
 - Make public appearances and accept speaking engagements to share information and opportunities about the Kansas Food Bank and connect with the community in collaboration with the President/CEO.
- Manage Donation technology
 - Collaborate with IT, Finance and staff that process donations, to accurately manage donor information and provide relevant giving data. Experience with MatchMaker software is a plus.
 - Oversee the preparation of regular reports on donors and giving, using data to inform fundraising strategies.
 - Work with IT and Finance to utilize online and web-based giving options.
- Marketing and Communication
 - Work with the Marketing Communications specialist in producing communication materials for online, web-based, and social media solicitation.
 - Participate in the editing and approval of direct-mail campaigns and newsletters.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- A self-starter and strategic thinker, with the ability to set priorities, multi-task and meet deadlines.
- Commitment to The Kansas Foodbank's vision, mission and values.
- Passion for people and building strong relationships and community connections.
- Demonstrated ability to interact effectively with diverse populations, community leaders, media, Board Members, staff, donors and volunteers.
- At least five years of experience in the non-profit Development environment with significant fundraising experience, including a track record of successfully executing a comprehensive development plan, making direct solicitations and portfolio management.
- Availability to attend fundraising events and Board Meetings.
- Patience and the ability to maintain a calm demeanor.
- Outstanding written, verbal, public speaking and interpersonal skills.
- Strong computer skills, with literacy in word processing, database, and spreadsheet programs.
- Demonstrated excellence in organization and management including strong analysis, planning, team building, and communication skills.
- Ability to work with discretion and maintain confidentiality at all times.
- Ability to follow all food safety policies required by the Kansas Food Bank.

WORKING CONDITIONS

This position operates in a typical office environment and requires constant use of a computer and other office equipment, such as phones, calculators, computer printers and copy machines. It may involve periodic lifting and carrying of items that may weigh up to 50 pounds. Will need to be able to work outside normal working hours and drive own vehicle for various projects regularly.

POSITION TYPE & HOURS OF WORK

This position requires occasional local travel for donor and vendor meetings. Infrequent national and/or overnight travel may be required for donor meetings or for optional professional development opportunities. Occasional night, weekend or on-call work will be required.

This position description is not designed to be a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

The Kansas Foodbank is an Equal Opportunity Employer, and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.

To apply for this position, please email a cover letter & resume to Brian Walker at bwalker@kansasfoodbank.org.