

# Food Finders Food Bank

Job Title: Director of Major Gifts	Revision Date: 6/2/2021
Fair Labor Standards Act (FLSA):E	Full Time

Food Finders Food Bank is the leading anti-hunger organization in Tippecanoe and fifteen surrounding counties. FFFB's mission is to solve hunger today and work to end hunger tomorrow. We do this by providing food in the short term and working to identify the cause and possible solutions to long-term food insecurity.

The Major Gifts Officer is a key member of the Foodbank's development department, and works collaboratively with the Director of Development Operations, Grants Coordinator, Leadership team, and Programs staff to secure major and planned gifts for Food Finders. Reporting to the CEO the DMG will manage a portfolio of current donors aiming to increase and continue their support of the Food Bank. The DMG will also expanding the foodbank's Planned Giving Program.

## Essential Job Functions

- Manages a portfolio of major donors through stewardship, cultivation, and solicitation.
- In collaboration with the Director of Development Operations and the CEO creates portfolios for each member of the Development team.
- Develops monthly solicitation strategies and financial targets as well as multi-year financial projections.
- Creates and executes on donor engagement activities
- Prepares personalized major donor materials such as informational emails/mailings and solicitations.
- Works with Delopment team to inform outreach and engagement strategies for mid-level donors and may be asked to maintain a small number of qualified mid-level donors on portfolio for cultivation purposes.
- Collaborates with all food bank teams to create high quality donor visits, communications and collateral materials.
- Generates regular activity reports and analyzes donor trends.
- Makes recommendations for strategies to improve return rates across donor levels (e.g., upgrading mid-level to major donors and increasing major donor donation levels).

- Creates special/transformational gift opportunities (programmatic and capital) and works to secure those gifts.
- Strives for a high level of donor satisfaction and engagement with a mindset on the donor experience.
- Recommends strategies for improving donor engagement and reducing attrition rates.
- Performs other duties as assigned within the scope of the position.

#### Requirements

- Bachelor's Degree
- Experience soliciting gifts
- Experience in public relations and fundraising
- Excellent written and oral communications skills
- Public Speaking Experience
- Excellent attention to detail and organizational skills.

#### Other Preferred Skills/Abilities

- Database management
- Proficiency with Outlook, Microsoft Office, Excel
- Possess valid unrestricted Driver's license

**NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization**

**To Apply: submit cover letter and resume to [kbunder@food-finders.org](mailto:kbunder@food-finders.org)**