

**Feeding Westchester** has an exciting opportunity for a passionate and mission driven Foundation Relations Coordinator. Working within the Fund Development Department, The Foundation Relations Coordinator is responsible for helping develop and implement an annual plan for support from foundation funders. This position will coordinate the grant application and renewal process with current funders, conduct prospect research to identify new funders, coordinate with grant writing consultant to gather information for proposals and draft thorough and accurate reports as well as other communications in support of Feeding Westchester's donor cultivation and fundraising efforts. Strong communication and interpersonal skills, with a high level of organization and attention to detail are a must!

#### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Research foundations, corporations and organizations to determine if their interests match the needs of the Foodbank. Identify potential funders to be approached each year.
- Work with grant writing consultant to develop and submit proposals and reports for current and potential funders in a timely manner; working with other Feeding Westchester departments, create proposals and reports that are both accurate and compelling and report back to other Feeding Westchester departments as dollars are received. Communicate regularly with programs/operations teams to assess progress toward reaching program goals detailed in proposals.
- Set up meetings or tours when appropriate, involving CEO and/or other Feeding Westchester leadership.
- Work with Communications staff on Social Media Outreach efforts and plan for dollars received
- Maintain a list of all key contacts and communications with them over the course of the year with newsletters and other appropriate information and materials.
- Monitor local and national news, philanthropic and business publications. Keeping abreast of relevant trends and how they might impact Feeding Westchester and/or its donors.
- Work with Sr. Director of Development to create a detailed annual revenue projection for foundation, corporate and organization support.

#### **Job Requirements:**

- More than Two years' experience in Corporate/Foundation Relations with demonstrated success onboarding and stewarding five and six figure gifts in the nonprofit sector.
- Demonstrated success in relationship management/customer service and the ability to increase a donor or client base.
- Proven ability to work within an organization emphasizing teamwork and excellence.
- Strong time management skills with the ability to juggle multiple projects and deadlines
- Demonstrated success developing successful partnerships and revenue opportunities with corporations.
- Excellent verbal, written presentation, and interpersonal communication skills.
- Sensitivity, tact, diplomacy, and the ability to honor confidentiality.
- Strong analytical and research skills
- Impeccable attention to detail



## ABOUT US:

Driven by the belief that access to healthy food is a basic right for all people, Feeding Westchester leads hunger action programs and mobilizes the resources needed to eradicate hunger in Westchester County. Feeding Westchester serves over 300 community partners throughout Westchester, including food pantries, soup kitchens, child and adult day-care centers, and shelters. Feeding Westchester provides 95% of all the food given to hungry families, children and seniors as cooked meals or groceries to take home.

**Feeding Westchester provides a competitive benefits package, including 403(b), health care, and paid time off.** Feeding Westchester is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services or any other category protected by law.

## HOW TO APPLY:

Interested Applicants should send resume, cover letter, and salary requirements to [postings@feedingwestchester.org](mailto:postings@feedingwestchester.org) with the name of the position in the subject line.