

## JOB DESCRIPTION

<b>POSITION:</b>	Assistant Manager, Donor Communications
<b>DEPARTMENT:</b>	Development
<b>REPORTS TO:</b>	Manager, Communications
<b>STATUS:</b>	Full-time, Exempt

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### THE ORGANIZATION

Feeding Westchester is looking for people with the passion, courage, and creativity to create meaningful change in the lives of others. Last year, we moved nearly 10 million pounds of food to agencies and partners across Westchester County, including food pantries, soup kitchens, senior centers and schools. Because of that, we supplied 7.8 million meals to children, families, and seniors and mobilized 11,000 volunteers and over \$4 million in donations to help end hunger here. But, the need remains, and we have work to do.

We are looking for talented people to help us change the world for our neighbors in Westchester County. What are you looking for?

### THE OPPORTUNITY

The Assistant Manager, Donor Communications is responsible for developing and implementing an annual plan to generate support from individual donors as well as create and manage a comprehensive communication plan that tells the Feeding Westchester story in ways that are personal and meaningful to current and future donors and volunteers. The Assistant Manager is responsible for overseeing vendor relationships and coordinating strategies to reach revenue goals. S/he also helps organize and implement Feeding Westchester's family of special events. This is a full-time, exempt position, reporting to the Manager, Communications and, from a strategy setting standpoint, the Vice President, Development.

#### **Job Summary**

The Assistant Manager, Donor Communications is responsible for supporting key aspects of individual giving including direct mail, donor cultivation and communications, and special gifts. Scope of work includes daily management of donor communication strategies, data mining, prospect research, and stewardship.

### ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

#### **Direct Mail**

- Directly manage the year round direct mail campaign according to strategy defined by VP of Fund Development and Manager of Communications.
- Primary responsibility for coordination of associated direct mail vendors including adherence to timelines, proactive list management, and other direct response campaign deliverables.
- Facilitate creative review of appeals to insure consistency with established marketing messages and brand strategies.
- Provide reports and analysis on direct mail campaign performance to insure revenue goals are on track. Analyze giving trends and donor responses; identify risks and challenges and recommend adjustments/corrective actions as needed.

#### **Individual Giving**

- Based on the strategic direction of the Vice President of Development and in support of major gift

priorities, develop and implement annual campaign and communications plan for special gifts/mid-level donors to include solicitation, cultivation, recognition, and stewardship.

- Responsible for insuring that the annual report donor listings are accurate and complete.
- Monitor progress and report monthly on fund raising goals.
- Work with development and campaign support team to review donor segmentation and year round communication plans. Coordinate development and production of communication pieces including newsletters, donor acknowledgement templates, correspondence, and collateral materials.

#### **Database Management**

- Work with Manager of Campaign Operations to define standard operating procedures and coding standards for donor database and maintain donor records in an accurate and timely manner.

### **POSITION REQUIREMENTS**

#### **Required Knowledge/Skills**

- Excellent recordkeeping, writing, communications and interpersonal skills.
- Must be proficient in latest software and technology.
- Strong project management skills.
- The ability to prioritize and perform multiple tasks simultaneously with minimal supervision.
- Extremely organized, detail oriented and able to keep accurate records and follow up.
- Must have valid driver's license and use of a vehicle to travel for Feeding Westchester.

#### **Required Education/Experience**

- Minimum of 2 years fund development experience.
- Bachelor's degree or equivalent combination of education and experience.
- Demonstrated ability to building relationships with internal and external stakeholders.

### **ABOUT US**

**Feeding Westchester provides a competitive benefits package including paid time off, Medical/Dental/Vision coverages, 403(b) retirement plan with discretionary employer contribution, company-paid Life and LTD insurances, and other ancillary benefits.** 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.