

## JOB DESCRIPTION

<b>POSITION:</b>	Development Associate, Corporate Foundation Community
<b>DEPARTMENT:</b>	Development
<b>REPORTS TO:</b>	Senior Director, Corporate Foundation Community
<b>STATUS:</b>	Full-time, Exempt

---

### THE ORGANIZATION

**Feeding Westchester's mission** is to end hunger in Westchester County. As the heart of a network of more than 300 partners, we source and distribute food, and other resources, to communities across Westchester helping to ensure that none of our neighbors is hungry.

#### Job Summary

Reporting to the Senior Director, Corporate Foundation, the Development Associate will play a key role in working to deliver income goals and working with Corporate, Foundation and Community organizations. The Development Associate will support Feeding Westchester's CFC team efforts by providing database, research and frontline donor support, as well as, being responsible for supporting the growth of our cause marketing campaigns, Check Out Hunger initiative, and third-party fundraisers. While reporting to the Sr. Director, the Associate will work collaboratively with the Manager, Community and Director, Corporate Partnerships as well as working with database, marketing and other team members to achieve goals.

### ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Manage a \$200,000 portfolio (cause marketing, Check Out Hunger, third-party events) and ensure accurate records and acknowledgments, stewardship, supporting renewals, and working with our team to support solicitation efforts.
- Performs support related tasks and activities that align with revenue growth strategies.
- Provides Raiser's Edge support to help keep accurate donor records and document donor outreach, including assisting with additions, opportunities, solicitor assignments, accurate donor salutations and classification, and reviewing donor letters. Provides donor queries as directed and in collaboration with the Manager of Campaign Operations.
- Support the Corporate, Foundation and Community verticals by helping with cultivation and stewardship, including supporting mailings, donor research, email and phone outreach, virtual and in-person events, and donor acknowledgment in collaboration with Sr. Director, Director, and Manager.
- Generates reports to support market revenue.
- Responsible for inventory management for team including ordering supplies to support team needs.
- Perform other related duties and assignments as needed, and work in a collaborative manner with the larger Development Department.

### POSITION REQUIREMENTS

Required Skills and Dispositions:

- Service orientation: Are you driven to provide an excellent donor experience?
- Agility: Can you work independently, remotely, and as part of a dynamic and diverse team?
- Open to learning: Are you curious and open to learning new ways, new technology and new approaches?
- Empathy: Are you able to recognize and relate to the needs of others and can you share in their experiences?
- Capacity: Can you effectively manage different projects, balance many priorities and meet deadlines?
- Communication: Do you openly share ideas and are you open to others' ideas? Are you an active listener?
- Detail-oriented: Can you manage a budget and track items accurately and in a timely way?
- Resilience: Are you comfortable working in moments of ambiguity as well as times of clarity?
- Team orientation: Can you both take direction and collaborate as a peer to complete a project?

### **Required Knowledge**

- Highly efficient with Microsoft Office, and familiar with Microsoft Teams and Adobe.
- Preference for proficiency or great fluency in Raisers' Edge software or comparable donor database.
- Understanding and knowledge of Westchester County community groups and corporations.
- Familiarity with food insecurity, food banks and the food banking industry (preferred).

### **Required Education/Experience**

- Minimum of 2 years fundraising experience, or relevant experience in sales or customer relations.
- Bachelor's degree or equivalent combination of education and experience.
- Demonstrated ability to building relationships with internal and external stakeholders.
- Strong problem-solving skills, ability to juggle multiple projects at one time.
- A valid driver's license and use of a vehicle to travel is required along with the ability and flexibility to travel independently in the daytime and evenings to destinations and throughout Westchester County.

### **Physical Requirements**

- Ability to lift, carry, and set up a variety of promotional materials including electronics, materials in boxes, and table top screens (weighing up to 50 pounds).
- Ability to pack, unpack and put away various materials.
- Prolonged standing, walking and bending in addition to sitting in front of a computer.
- Ability to access, research, read, review, enter and retrieve information from computer, hard copies and desk top publishing systems.
- Ability to give regular communications in person, writing, by email and by telephone.
- Ability to access all work sites of the agency.
- Ability to work in below 0 F temperatures for short periods of time.

### **Working Conditions**

- Working inside a warehouse environment and the Feeding Westchester offices.
- Working outside in all weather conditions in all Westchester communities.
- Travel throughout Westchester County.
- Ability to work irregular or extended hours including some evenings and weekends.

### **SALARY \$45-55K**

### **HOW TO APPLY**

Interested Applicants should send resume, cover letter, (work samples a plus) and salary requirements to <https://recruiting.paylocity.com/recruiting/jobs/Apply/740736/Feeding-Westchester/Development-Associate-Corporate-Foundation-Community>