

THE ORGANIZATION

Feeding Westchester is looking for people with the passion, courage, and creativity to create meaningful change in the lives of others. As a member of the Feeding America network of food banks and Westchester County's leading hunger relief organization, we moved 19 million pounds of food to agencies and partners across Westchester County, including food pantries, soup kitchens, senior centers, and schools last fiscal year. We supplied over 16 million meals to children, families, and seniors, mobilized **3000 volunteers**, and raised over **\$12 million** in donations to help end hunger.

Feeding Westchester's mission is to nourish our neighbors in the fight against hunger. As the heart of a network of more than 200 partners, we source and distribute food, and other resources, to communities across Westchester. We envision a community where all people have access to the food they need today, and the fundamental resources to build a better tomorrow.

THE OPPORTUNITY

Feeding Westchester has an exciting opportunity for a mission-driven fundraising professional. The Associate of Individual Giving, will be responsible for assisting the Individual Giving team overall with the qualification, cultivation, and stewardship of individuals committed to supporting the work of Feeding Westchester. With the support of the Director of Individual Giving, the Associate will also manage a portfolio of 400-500 donors and prospects, and provide assistance, when required, to the individual Peer to Peer (P2P) program.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Individual Giving and Mid-Level Program:

- Develops, cultivates, grows and retains donor relationships by acknowledging, updating, and engaging donors to deepen their relationship with Feeding Westchester.
- Manages a portfolio of mid-level donors (\$1,000-\$4,999), and mid-level prospects. Supports the identification, cultivation, solicitation, stewardship and retention of these donors.
- Acknowledges and thanks new \$1K+ donors and donors within the assigned portfolio
- Helps to identify new potential mid-level donors with the direction of Director, IG.
- Engages donors through meaningful contact such as phone calls, meetings, and site tours; and through mail, and mailed communications when merited.
- Demonstrates timely follow-up and records actions and new information in the donor database accurately and time sensitively.
- Helps maintain accurate donor classifications in coordination with Database Manager.
- Supports the larger IG team to execute measurable donor strategies and supports the overall team's fundraising revenue goal.
- Helps schedule and plan donor meetings, when appropriate, for Director, Senior Director, VP, or CEO.

Peer to Peer (P2P):

- Supports Individual P2P efforts with the direction of the Director, IG.
- Assists in executing the stewardship plan, including updates, invites to events and other engagement events, reports, and thank you efforts.
- Supports the stewardship of new and prospective team captains, focusing on retention and acquisition.

General responsibilities:

- Support the Major and Mid-level giving programs by helping with donor stewardship, including supporting mailings, donor research, email, and phone outreach, virtual and in-person events, and donor acknowledgment in collaboration with Sr Director and Director of Individual Giving,
 - Researches donors and prospects in coordination with Director, VP, and CEO.
 - Assists with donor communication and solicitation materials in collaboration with the Individual Giving team and Marketing and Communications.
 - Partner with Volunteer Team to help connect donors to the mission.
 - Represents and speaks on behalf of Feeding Westchester as assigned by Director, Senior Director, or VP.
- Performs other related duties and assignments as needed and always works collaboratively with the larger Development Department.

POSITION REQUIREMENTS

Required Skills and Dispositions:

- Driven to provide an excellent customer service experience to internal and external stakeholders.
- Can work independently, remotely, and as part of a dynamic and diverse team. Able to recognize and relate to the needs of others, and share in their experiences.

- Curious and open to learning new ways, technology, and approaches. Efficient with numbers and data, and keep accurate records.
- Able to effectively manage different projects, balance many priorities and meet deadlines.
- Willing to openly share ideas, be open to others' ideas.

Required Knowledge

- Must be proficient with Microsoft Office (Word, Excel, Outlook) and familiar with Microsoft Teams and Adobe.
- Preference for proficiency in Raisers' Edge software or comparable donor database.
- Familiarity with email marketing platforms (Constant Contact, Hubspot, or other.)

Required Education/Experience

- Prior sales, customer service, event planning, or marketing experience with the use of technology.
- Bachelor's degree or equivalent combination of education and/or experience.
- Demonstrated ability to manage projects and juggle multiple tasks.
- A valid driver's license and use of a vehicle to travel are 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 tabletop 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 a computer, hard copies, and desktop publishing systems.
- Ability to give regular communications in person, by writing, email, and telephone.
- Ability to access all worksites of the agency.
- Ability to work in temperatures below 0 F for short periods of time.

Working Conditions

- Working inside Feeding Westchester offices and a warehouse environment.
- 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. .

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, an Employee Assistance Program (EAP), 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.

Feeding Westchester is committed to continually working to ensure we have an equitable and inclusive environment in place to support our diverse team. We strive to create professional growth paths for all who want them and a just culture that will support both internal collaboration and the work we do for our local community.

The purpose of this job description is to provide an overview of the scope of the position. This is not a comprehensive list of duties/responsibilities. Other duties and responsibilities may be assigned.

SALARY RANGE: \$58-60K

Are you ready to work on fighting hunger? If so, apply here:

<https://recruiting.paylocity.com/recruiting/jobs/Apply/1206297/Feeding-Westchester/Individual-Giving-Associate>