

THE ORGANIZATION

Feeding Westchester's mission is to nourish their neighbors in the fight against hunger. As a member of the Feeding America network of food banks and Westchester County's leading hunger relief organization, the organization has moved more than 19 million pounds of food to agencies and partners across Westchester County, including food pantries, soup kitchens, senior centers, and schools in the last fiscal year. Feeding Westchester, a \$35 million organization, has supplied over 16 million meals to children, families, and seniors, mobilized 3,000 volunteers, and raised over \$12 million in donations to help end hunger.

As the heart of a network of more than 200 partners, Feeding Westchester sources and distributes food and other resources to communities across Westchester County. Feeding Westchester envisions 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 visionary and mission-driven Development & MarCom Associate. Reporting directly to the VP of Development, the Development Associate plays a critical role in supporting Feeding Westchester's efforts to build awareness about our mission, services, needs and successes, as well as to position the organization in leading hunger-relief in Westchester County. We are looking for someone with base level experience and a desire to learn the Development and MarCom functions within the non-profit sector while assuming some executive administrative functions on behalf of the team. This job is a great stepping stone as it will expose the candidate to many different aspects of non-profit marketing and fundraising.

JOB SUMMARY

Reporting directly to the VP of Development, the Development & MarCom Associate provides support in a one-on-one working relationship in special projects and team assignments and serves as the primary point of contact both internally and externally on all matters pertaining to the office of the Vice President of Development. This position also serves as a liaison to the Board of Directors, volunteers, donors, and senior leadership team; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The 'Development & MarCom Associate' must be proactive, forward thinking, creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented.

The ideal candidate will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. They must be able to provide high-level of support, including preparing reports and analyses, handling correspondence, and scheduling meetings. The Development & MarCom Associate will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion and meet deadlines.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Executive & Development/MarCom Support

- Complete a broad variety of tasks for the VP of Development; manage an extremely active calendar of appointments; complete expense reports; compose and prepare correspondence that is sometimes confidential; arrange travel plans, itineraries, and agendas; and compile documents for travel-related meetings.
- Work on and manage special projects such as department offsites, events, conference calendars, All Staffs, internal newsletters, lunch and learns and communication hubs
- Plan, coordinate, and manage Development/MarCom team calendar
- Communicate with board members, donors, organization staff, and others on behalf of VP of Development.
- Facilitate communication and coordination between the VP of Development's office and internal departments.
- Work closely with the VP of Development to keep them well informed of upcoming commitments within organization and for external events.
- Manage a variety of special projects for the Vice President of Development, which can include Hunger Action Month, Advocacy, and Corporate Partnerships.
- Prioritize assignments and handle matters expeditiously; follow through on projects, bringing them to successful completion - often with pressured deadlines.
- Manage filing and accuracy of Charity Navigator, BBB, and other accreditation vendors.
- Manage financial/budget department reporting documents,
- Manage and order supplies as needed
- Provide backup gift entry process in Raisers Edge including checks, cash, manual credit cards, online gifts, matching gifts and pledges during busy seasons.

Board Support and Liaison

- Assist the Vice President of Development as administrative liaison to Feeding Westchester's Board of Directors and Committees; manage preparation and timely distributions of meeting materials in electronic and paper format.
- Provide back up to President & CEO's administrative assistant with maintain board meetings and board committee meetings, including sending calendar invitations to board and committee members, tracking attendance, coordination of meeting locations, collection of

documents, and sending of reminders.

- Communicate with board members in keeping them informed about Feeding Westchester events.
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters.
- Maintain high level of discretion and confidentiality in all board related matters.
- Save digitized files to U drive and SharePoint for safekeeping and easy access by leadership team.

Communications, Partnerships, and Outreach

- Edit and/or generate first drafts of written communications to external stakeholders.
- Work with the Leadership and Development Leadership team in coordinating outreach activities.
- Follow up on contacts made by the Vice President of Development to support the cultivation of ongoing relationships.
- Effectively and appropriately, communicate with politicians and community leaders; coordinate meetings and conferences with legislative staff.
- Maintain database of community, media, political and network contacts; provide accurate contact information, direct numbers, email addresses and all pertinent background information on community, network, political contacts, and other partnerships.
- Assist with the production of events and conferences designed to raise awareness about the issue of hunger in the community.

POSITION REQUIREMENTS

Required Education/Experience

- Bachelor's degree and at least 3 years work experience.
- Flexibility with regard to schedule, available for overtime when necessary; ability to travel locally.
- Works in the office 2 days a week.
- Experience and interest in internal/external communications, partnership development, and fundraising.

Required Knowledge/Skills

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail; ability to meet deadlines in a fast-paced environment.
- Expertise in Outlook, Teams and SharePoint
- Must be proficient in latest software and technology.
- Proficiency in PowerPoint, as well as the ability to prepare presentations for high level meetings including board and staff meetings is a must.
- Expertise with Excel a necessity. Should be very comfortable working with numbers, creating spreadsheets and data analysis
- Strong interpersonal skills; ability to build relationships with staff, board, external partners and donors.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem solving with strong decision-making capability.
- Resourceful team player, with emotional maturity and ability to be effective independently.
- Proven ability to handle confidential information with discretion.
- Demonstrates the highest level of customer/client service and response.
- Actively seeks opportunities and proposes solutions.
- Must have valid driver's license and use of a vehicle to ensure ability to travel independently for Feeding Westchester business.
- **And most important: likes to laugh and have fun!!! 😊**

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 operate equipment such as pallet jack, metal cart, etc.
- 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 walk up steps.
- 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 give speeches and presentations to groups.
- Ability to travel independently in the daytime and evening to regional and national destinations.
- 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 Feeding Westchester offices.
- Working outside in all weather conditions in all Westchester communities
- Travel throughout the Feeding Westchester service area.

- Ability to work irregular or extended hours.

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.

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 based on 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.

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SALARY RANGE \$58,500.00-62,000.00

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

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7d4ec6c4-a7f9-4cdc-9105-678fd35808c9&cclid=19000101_000001&source=CC2&lang=en_US&jobId=486728