



JOB DESCRIPTION

Development Assistant – Grand Rapids

Now Accepting Resumes

Kids' Food Basket empowers communities to attack childhood hunger so that young people can learn and live well. We began nearly 15 years ago by serving 125 kids each school day through our Sack Supper program, and have grown to serve nearly 7,500 kids each school/summer program day at 42 schools in Grand Rapids, Muskegon, and Holland. Sack Suppers are nutritious, ready-to-eat evening meals delivered right to a child's classroom or summer site, ensuring that local kids have the nutritious they need to be their best, in school and in life.

Kids' Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identification, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying physical or mental disability, height, weight, marital status, veteran status or genetics. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

Job Responsibilities

- **Expansion Campaign**
 - **Donor Stewardship** | Coordination of pledge acknowledgement letters, receipts, donor thank you gifts and gift entry ensuring that donors from start to finish have the full giving experience
 - **Administrative Support** | Coordination, scheduling and preparation for campaign cabinet meetings, donor meetings and internal strategy meetings
 - **Event Planning** | Coordination of logistics and support in all expansion events including public launch, celebration event and additional fundraising events

- **Event Management**
 - **Major Donor Events** | Management of major donor fundraising events for Kids' Food Basket including, Feast for Kids and major donor golf outings, includes and is not limited to coordination of all logistics, working attendees and sponsors, stewardship and team coordination
 - **Third Party Events** | Coordination of third party events for Kids' Food Basket in partnership with community members, including prospect, retention and stewardship

- **Connect with Kids' Food Basket Events** | Lead logistics for Connect with Kids' Food Basket internal fundraising events
- **Pop Up Events** | Support our Spirit Campaigns with coordination of logistical efforts for pop-up events that partner with our Brown Bag Decorating Day and Go Orange spirit campaigns
- **Administrative Assistant**
 - Support Associate Director and Senior Development Manager with donor scheduling, donor meeting preparation, proposal creation, content editing, invoicing and donor stewardship/follow-up.

General

- Full-time 40+ hrs/week
- Attend development events as needed

Skills and Qualifications

- Candidate has a completed bachelor's degree.
- Experience working in the nonprofit sector as a volunteer or staff member.
- Must be able to effectively interact with a diverse population of youth and college age volunteers from a variety of ethnic and socioeconomic backgrounds.
- Experience speaking in front of groups, making presentations and leading group from 5-300 consisting of all ages and backgrounds.
- Be organized with the ability to work in a fast paced, ever changing work environment
- Possesses skills in project and time management
- Be well versed in computer programs (Microsoft Office required)
- Can work independently as well as collaboratively.
- Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.
- Have a personal vehicle for transportation to and from offsite meetings and projects.
- Physical requirements include a typical office environment with periods of sitting at a computer screen and being able to lift up to 25 lbs.
- The job entails duties off-site including local travel, exposure to heat, cold, inclement weather conditions, and standing for periods of time.
- An understanding of fund development, stewardship and community outreach.
- Have a basic understanding of hunger and poverty issues in Grand Rapids.

Physical Activities:

- Stooping - Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Kneeling - Bending legs at knee to come to a rest on knee or knees.
- Crouching - Bending the body downward and forward by bending leg and spine.
- Crawling - Moving about on hands and knees or hands and feet.
- Reaching - Extending hand(s) and arm(s) in any direction.
- Standing - Particularly for sustained periods of time.
- Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing - Using upper extremities to press against something with a steady force in order to thrust forward, downward or outward.

- Pulling - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping - Applying pressure to an object with the fingers and palm.
- Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Light work - Exerting up to 20 pounds of force occasionally, and/ or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- The worker is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to both environmental conditions. Activities occur inside and outside.

Compensation: \$30,000/annual basis

Reports to: Ashley Diersch, Sr. Development Manager and Afton DeVos, Associate Director

Benefits: Health Insurance (Medical, Dental, Vision)
Flex Spending
401(k) Plan
Paid Time Off
Paid Holidays

To be considered for the position, applicants must send cover letter and resume via email no later than January 26th, 2018.

Applications will be reviewed as they are received.
(NO CALLS PLEASE)

Please consider completing the anonymous survey you will receive via email after submitting your documents.

Send cover letter and resume to:

Ashley Diersch
hiring@kidsfoodbasket.org