



## JOB DESCRIPTION

### **Stewardship Assistant Full-Time Position**

**(PLEASE NOTE: This position will not begin until July 1, 2019)**

Now Accepting Resumes

Kids' Food Basket is empowering communities to attack childhood hunger so that young people can learn and live well. We began nearly 17 years ago by serving 125 kids each school day through our Sack Supper program, and now serve thousands of kids each school/summer program day throughout Grand Rapids, Muskegon and Holland. Sack Suppers are evening meals that provide nutrition that's critical to the development of kids' brains and bodies. Our organizational strategic areas focus on local growth and West Michigan growth, our Kids Helping Kids program, diversity and inclusion initiatives, and our community engagement programming.

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 identity, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying 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 organization has facilities.

### **Main Job Responsibilities**

- Coordinates all donor recognition programs and stewardship processes as directed by Development Manager and Development Director
  - Major Donors/Individuals
  - Community Partner Program
  - Special Giving Groups: peer-to-peer fundraising, memorial/in honor, matching gifts, and Healthy Kids Club
- Ensures accurate documentation and tracking of all stewardship moves within the donor database
- Supports preparation of thank you notes, thank you letters, phone call lists, and customized pieces to come from KFB leadership and Board of Directors.
- Provides coordination of unique stewardship activities needed for KFB fiduciary events (Feast for Kids, golf outings, etc.)
- Continuously monitors donor activity and provides proactive stewardship suggestions to KFB Development Team
- Assists planning of donor stewardship events, including Connect with Kids' Food Baskets, Feeding Our Future events, and small donor events
- Supports content creation and generates new ideas for meaningful stewardship timelines and actions

- Provides exceptional customer service to Kids' Food Basket donors and partners
- Coordinates vendor relationships leading into the facility transition, including partnership requests, stewardship and transition into annual partners
- Other duties that assist the KFB team as assigned

### **General Responsibilities**

- Non-traditional work hours required.
- Effectively interact with a diverse population of volunteers and donors
- Support in the overall operations of the organization and be a dependable and versatile member of the Kids' Food Basket team.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each main job responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions.

### **Skills**

- Experience working in the nonprofit sector as a volunteer or staff member
- 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
- An understanding of fund development, stewardship and community outreach
- Passion for and commitment to attacking childhood hunger and nourishing kids to be their best in school and in life
- A high degree of initiative, independence and tenacity; able to identify and prioritize actions towards a goal
- Effective communication skills – verbal, written, presentation
- Ability to build relationships quickly and authentically
- Willingness to collectively and personally work to close persistent opportunity gaps based on race, class, culture and power
- A sense of optimism and an assets-based way of viewing people and situations
- An orientation towards problem-solving and value creation – experience identifying root causes and developing results-oriented solutions
- Servant Leadership – strong commitment to team with colleagues and partners by sharing responsibility for successes and growth opportunities

### **Physical Requirements**

- **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.
- **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which one 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.
- **Repetitive motion.** Substantial movements of the wrists, hands, and/or fingers.
- **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 close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

**Compensation:** \$31,500

**Reports to:** Ben Nyhoff – Development Manager

**Benefits:** Kids' Food Basket is proud to offer its eligible employees certain benefits (Please note that offerings, coverage levels and eligibility dates are subject to change at any time). Currently the benefit package includes:

- Medical – employee pays a portion per pay period for medical, dental and vision
- Dental
- Vision
- Life Insurance
- 401(k) Plan with match
- Flex Spending Account
- Generous Paid Time Off (PTO)
- Paid Holidays

**To be considered for the position, applicants must send cover letter and resume via email no later than April 8th, 2019.**

**Applications will be reviewed as they are received and the position will be filled when we find a qualified candidate.**

(NO CALLS PLEASE)

Send cover letter and resume to:

[hiring@kidsfoodbasket.org](mailto:hiring@kidsfoodbasket.org)

Attn: Ben Nyhoff