



JOB DESCRIPTION

Job Title: Development Specialist – Ottawa & Allegan Counties

Reports to: Regional Program Manager

Date: July 8th, 2019

Kids' Food Basket is empowering communities to attack childhood hunger so that young people can learn and live. We make changing the world FUN! If you're passionate about children reaching their full potential – in school and in life, then consider joining our team!

We began nearly 15 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 organization's strategic areas of focus include local growth and West Michigan growth, our Kids Helping Kids program, diversity and inclusion initiatives, and our community engagement programming.

We are currently seeking a **Development Specialist** to increase philanthropy in Ottawa and Allegan Counties. The successful candidate will have a positive, can-do attitude and must understand the critical value of being trustworthy, confidential, and dedicated to the organization's mission. The candidate must be able to work in a very fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands. The ability to develop and maintain existing relationships is critical to the success of the person in this position. This is a full-time and exempt position with occasional evening or weekend days required.

Job Responsibilities

- Leads donor portfolio (up to 150) of individuals, corporations and community organizations in building relationships for charitable funding in Ottawa and Allegan Counties. This includes but is not limited to individual and major gift cultivation, solicitation and stewardship, including semi-annual analysis of donor attrition, retention, and tactics.
- Leads event planning and sponsorship opportunities for donor events supporting Ottawa and Allegan Counties in coordination with development team.
- Manages third-party events benefiting Kids' Food Basket.
- Works to establish strategy for giving groups including but not limited to monthly giving, matching giving, and United Way donors with development team.
- Manages community engagement opportunities - sharing the mission of KFB, regular & non-traditional hours (nights/weekends).
- Works with Regional Program Manager and Development Director to establish strategy to meet annual fund goals for the organization.
- Works as a liaison with Advisory Board and leadership staff in donor development.
- Supervises development interns and any future part time staff as needed.
- Other duties that assist the KFB team as assigned.

Requirements for Development Specialist

- Associates degree required; Bachelor's Degree preferred
- 3+ years' experience in development or similar roles

- Previous experience with Microsoft 365 strongly preferred
- Event planning experience desired
- An understanding of fund development, stewardship and community outreach.
- Have a basic understanding of hunger and poverty issues in Ottawa and Allegan Counties.
- Detail oriented
- Intuitive nature
- Trustworthy
- Dependable

Skills and Qualifications

- Associates degree required; Bachelor's Degree preferred
- Experience working in the nonprofit sector as a volunteer or staff member.
- Must be able to effectively interact with a diverse from a variety of ethnic and socioeconomic backgrounds.
- Experience speaking in front of groups, making presentations and leading groups from 5-300 people consisting of all ages and backgrounds.
- Be organized with the ability to work in a fast-paced, ever-changing work environment.
- Possess 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.

Compensation: Commensurate with experience – Send salary requirement with cover letter and resume

Benefits: Kids' Food Basket offers a comprehensive benefits package.

To be considered for the position, applicants must send cover letter, resume, and salary requirements via email as soon as possible.

Applications will be reviewed as they are received.
(No phone calls please)

Send cover letter, resume and salary requirements to:

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

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.