



## JOB DESCRIPTION

**TITLE:** Muskegon Development Specialist  
**REPORTS TO:** Regional Development Director  
**DATE:** November 2, 2020

Everyday Kids' Food Basket and its partners work to ensure the nourishment of children and families in West Michigan. By addressing the immediate food needs of vulnerable populations, we provide access to nourishing food to those in urgent need. Our comprehensive programming addresses root causes of hunger, lack of access to quality, nutritious food, and barriers caused by chronic and generational poverty. Our goal is to ensure future generations of healthy citizens with strong earning potential.

- We live out our mission through four commitments:
- We **Nourish** our future by providing ready to eat healthy food on a daily basis to children in need,
- We **Grow** by increasing healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruit,
- Our community **Learns** using our facilities and farm as classrooms to foster empowerment across economic barriers,
- We **Engage** our diverse community to work for Good Food for all.

### Job Responsibilities

- Leads donor portfolio (up to 150) of individuals, corporations and community organizations in building relationships for charitable funding in Muskegon County. 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 Muskegon County in coordination with development team.
- Manages third-party events benefiting Kids' Food Basket in Muskegon County.
- Works to establish strategy for giving groups including but not limited to monthly giving, matching giving, and United Way donors in cohesion with development leadership team.
- Manages community engagement opportunities - sharing the mission of KFB, regular non-traditional hours (nights/weekends).

- Work with Regional Development Director and Senior Development Director to establish strategy to meet annual fund goals for the organization.
- Support Senior Manager of Grants and Evaluation on regional grant writing, reporting and prospecting.
- Support for any potential Expansion Campaigns as needed.
- Works as a liaison with Advisory Board and leadership staff in donor development.
- Pull data reports from database system and prepare reports for development leadership as needed.
- Manage Raisers Edge Data input, receipting and check entry twice weekly.
- Supervises development interns and any future part time staff as needed.
- Other duties that assist the KFB team as assigned.

### **General**

- Participate in and assist with daily tasks of Kids' Food Basket.
- Support program execution as needed.
- At least 40 hours per week - flexible scheduling, 8-10 evening and weekend hours necessary per month per job description.
- Opportunity exists for professional advancement based on work performance and organizational need.

### **Skills and Qualifications**

- Bachelor's degree required for application.
- Muskegon County Resident preferred.
- 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 adult 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 languages 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 West Michigan.

**Location:** Kids' Food Basket has administrative offices at our Grand Rapids, Holland and Muskegon locations. Home base for this position will be in Muskegon, with occasional travel to the other offices.

**Pay rate:** To commensurate with experience

All Interested candidates: please include resume, cover letter and salary requirements. Additionally, please send detail on technology programs used at each job listed on resume, which could include accounting software, donor databases or other relevant programs. All documents should be emailed to

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

## **NO CALLS PLEASE**

Applicants will be reviewed on a rolling basis.

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. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.