

THE ORGANIZATION

Feeding Westchester is looking for people with the passion, courage, and creativity to create meaningful change in the lives of others. As a member of the Feeding America network of food banks and Westchester County's leading hunger relief organization, we moved nearly 22 million pounds of food to agencies and partners across Westchester County, including food pantries, soup kitchens, senior centers, and schools last fiscal year. We supplied 18.2 million meals to children, families, and seniors, mobilized 11,000 volunteers, and raised over \$12 million in donations to help end hunger.

Feeding Westchester's mission is to nourish our neighbors in the fight against hunger. As the heart of a network of more than 200 partners, we source and distribute food, and other resources, to communities across Westchester. We envision 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 collaborative and mission-driven professional Associate of Individual Giving. The Associate, Individual Giving, will be responsible for assisting the IG team overall with the qualification, cultivation, and stewardship of individuals committed to supporting the work of Feeding Westchester. With the support of the Director of Individual Giving, the Associate will also manage a portfolio of 400-500 donors and prospects, and provide assistance, when required, to the individual Peer to Peer (P2P) program. This role reports to the Director of Individual Giving and will work in partnership with the Individual Giving team to achieve revenue, retention, and acquisition goals from Feeding Westchester's diverse pool of donors, volunteers and advocates, and further their engagement, giving, and commitment to supporting the work of Feeding Westchester.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Individual Giving and Mid-Level Program:

- Manages a portfolio of mid-level donors (\$1,000-\$4,999), and mid-level prospects. Supports the solicitation, cultivation, stewardship, and retention of these donors.
- Acknowledges and thanks new \$1K+ donors and donors within the assigned portfolio
- Cultivates, grows and retains donor relationships by acknowledging, updating, and engaging donors to deepen their relationship with Feeding Westchester.
- Helps to identify new potential mid-level donors with the direction of Director, IG.
- Engages donors through meaningful contact such as phone calls, meetings, and site tours; and through mail, and mailed communications when merited.
- Demonstrates timely follow-up and records actions and new information in the donor database accurately and time sensitively.
- Helps maintain accurate donor classifications in coordination with Database Manager.
- Supports the larger IG team to execute measurable donor strategies and supports the overall team's fundraising revenue goal.
- Helps schedule and plan donor meetings, when appropriate, for Director, Senior Director, VP, or CEO.

Peer to Peer (P2P):

- Supports Individual P2P efforts with the direction of the Director, IG.
- Assists in executing the stewardship plan, including updates, invites to events and other engagement events, reports, and thank you efforts.
- Supports the stewardship of new and prospective team captains, focusing on retention and acquisition.

General responsibilities:

- Support the Major and Mid-level giving programs by helping with donor stewardship, including supporting mailings, donor research, email, and phone outreach, virtual and in-person events, and donor acknowledgments.
- Researches donors and prospects in coordination with Director, VP, and CEO.
- Assists with donor communication and solicitation materials in collaboration with the Individual Giving team and Marketing and Communications.
- Works collaboratively with Volunteer Team to help connect donors to the mission.
- Represents and speaks on behalf of Feeding Westchester as assigned by Director, Senior Director, or VP.
- Performs other related duties and assignments as needed and always works collaboratively with the larger Development Department.

POSITION REQUIREMENTS

Required Skills and Dispositions:

- Service orientation: Are you driven to provide excellent customer service experience to internal and external stakeholders?
- Agility: Can you work independently, remotely, and as part of a dynamic and diverse team?
- Open to learning: Are you curious and open to learning new ways, technology, and approaches?
- Empathy: Are you able to recognize and relate to the needs of others, and can you share in their experiences?
- Capacity: Can you effectively manage different projects, balance many priorities and meet deadlines?
- Communication: Do you openly share ideas, and are you open to others' ideas? Are you an active listener?
- Detail-oriented: Can you work effectively with numbers and data, and keep accurate records?
- Resilience: Are you comfortable working in moments of ambiguity and in times of clarity?
- Team orientation: Can you both take direction and collaborate as a peer to complete a project?
- Strategic: Do you have a mindset with an ability to think and focus on both the near- and long-term?

Required Knowledge

- Must be proficient with Microsoft Office (Word, Excel, Outlook) and familiar with Microsoft Teams and Adobe.
- Preference for proficiency in Raisers' Edge software or comparable donor database.
- Familiarity with email marketing platforms (Constant Contact, Hubspot, or other.)

Required Education/Experience

- Prior sales, customer service, event planning, or marketing experience with the use of technology.
- Bachelor's degree or equivalent combination of education and experience.
- Demonstrated ability to manage projects and juggle multiple tasks.
- A valid driver's license and use of a vehicle to travel are required, along with the ability and flexibility to travel independently in the daytime and evenings to destinations and throughout Westchester County.
- Strategic: Do you have a mindset with an ability to think and focus on both the near- and long-term?
- **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 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 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 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 on the basis of 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.

SALARY RANGE: \$\$58.500.00

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&ccid=19000101_000001&lang=en_US&source=CC2&selectedMenuKey=CurrentOpenings&jobId=501408