



JOB DESCRIPTION

Development Leadership Team Member – Title and Salary Commensurate with experience

Now Accepting Resumes

Kids' Food Basket is empowering communities to attack childhood hunger so that young people can learn and live. 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 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 company has facilities.

This is a full time, exempt position. This position will be based out of our Grand Rapids office.

Job Responsibilities

Annual Fund:

- Assist in annual fundraising for Kent County location in collaboration with full Development team, including work on annual fundraising campaigns

Major Gifts:

- Management of and stewardship for incoming gifts from special giving groups such as United Way, Sack Supper Club, and Giving with Liberty
- Leading tours for individual, faith community and community organization donors
- Soliciting gifts from new and existing donors
- Cultivating/stewarding relationships with new and existing donors
- Execution and/or oversight of donor thank you/recognition process

Community Partners:

- Management of third party fundraising events led by families and faith communities
- Participate in cultivation of community organizations such as faith communities, associations and universities.

Event Management:

- Planning, coordinating, and managing 4 to 5 small donor engagement events
- Assist with event management for Feast for Kids, our largest third party fundraiser for the year.
- Other event management/participation as needed

Fund Development Committee:

- Participation in and leadership at meetings
- Recruitment of new members and retention/management of existing members

- Liaison between Kids' Food Basket and committee members

Other Responsibilities:

- Contribute to excellent donor relations through active and consistent communications with development team members
- Possible supervision of staff and interns as assigned

General

- Participate in and assist with daily tasks of Kids' Food Basket.
- 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

- Passion for alleviating childhood hunger
- Bachelor's degree required
- Fundraising experience or comparable knowledge/skills
- Major gift cultivation and solicitation preferred
- Experience speaking in front of groups, making presentations and leading group from 5-300 consisting of all ages and backgrounds.
- Excellent writing skills
- Experience working with leadership volunteers and committee-managed projects preferred
- Well versed in computer programs (Microsoft Office required, experience in donor database preferred.
- Organized with the ability to work in a fast paced, ever changing work environment.
- Possesses skills in project and time management.
- Can work independently as well as collaboratively.
- 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 at least 25 pounds. The job entails duties off-site including local travel, exposure to heat, cold, inclement weather conditions, and standing for periods of time.
- Basic understanding of hunger and poverty issues in Grand Rapids.

Compensation: Salary commensurate with experience.

Reports to: Associate Director

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

- Medical – employee a portion of premium for medical, dental and vision for self and 75% of premium for spouse/partner/dependents
- Dental
- Vision
- 401(k) Plan with match
- Flex Spending Account
- Paid Time Off (PTO)
- Paid Holidays

To be considered for the position, applicants must send cover letter and resume via email by Monday July 17th at 5pm

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

Send cover letter and resume to:

Bradley Littell
hiring@kidsfoodbasket.org