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## EMPLOYMENT OPPORTUNITY

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### Philanthropy Officer

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Do you want to change lives? Do you thrive in an environment of transformational change? Do you have a strong background in fundraising? Then we invite you to join our growing philanthropy team!

#### **POSITION SUMMARY**

Building off the success of a recently completed \$9.5 million capital campaign, Yolo Food Bank (YFB) is expanding its fundraising capacity by adding a Philanthropy Officer who will serve as a frontline fundraiser. The Philanthropy Officer will secure larger gifts through individual and corporate giving in support of YFB's special campaigns and annual operational budget. Primary responsibilities are prospect research, cultivation, solicitation, closing gifts, executing gift agreements, and stewardship related to both existing and prospective donors. The incumbent will take the lead on donor conversations and tours while also involving the Director of Philanthropic Engagement and Executive Director as appropriate. In addition, the Philanthropy Officer will collaborate with the entire YFB team to plan, prioritize and organize all available resources to meet fundraising goals and build a culture of philanthropy. This position reports to the Director of Philanthropic Engagement.

#### **ABOUT YOLO FOOD BANK**

In executing its mission to end hunger and malnutrition in Yolo County, YFB positively impacts the lives of more than 44,000 people who live in poverty in Yolo County. We provide for 55,000 food distribution visits each month at more than 80 locations via a network of 200 partnerships with food donors, distribution sites and relationships with 72 local nonprofit organizations. This work is propelled from our nearly year-old 42,000 square foot food recovery warehouse and operations facility. The facility offers the programmatic promise and capacity expansion potential to meet the full food security need of Yolo County, and to simultaneously shift the nutritional paradigm of the community. Not only is YFB's mission to end hunger and malnutrition in Yolo County, YFB actively reduces poverty in the county by advancing environmental, social, and economic sustainability.

Visit our website for details on our programs and impact: [www.yolofoodbank.org](http://www.yolofoodbank.org).

#### **KEY RESPONSIBILITIES**

- Participate in Philanthropic Engagement Department strategic planning and goal setting activities.
- Determine cultivation priorities in support of department work plan objectives and initiatives.
- Work in collaboration with the Director of Philanthropic Engagement to research and identify key opportunities and contacts.
- Meet or exceed fundraising goals set in consultation with Director of Philanthropic Engagement.
- Maintain and add to YFB's database of donors by developing strategies to identify high capacity individuals and businesses for solicitation; document donor interactions and history in the database in a timely and accurate manner and analyze data to inform decision making and advise management.
- Build relationships with both prospective and existing donors, developing and implementing touch points (in-person, telephone, email, social media) and strategies for engagement with YFB's programs and activities.
- Actively manage a portfolio of major gift prospects (primarily \$5,000 and greater), soliciting major gifts from individuals, negotiating investments by businesses, and working to move existing donors to higher levels of giving.
- Foster and build relationships with donors through targeted communication, special events, program updates and other activities.
- Craft effective materials for donors and prospects including proposals, stewardship reports and other materials as needed to ensure success.

- Ensure timely donor recognition, coordinating with other department staff to ensure related reporting, correspondence, acknowledgments, gift processing, and other support occurs.
- Participate in fundraising and donor engagement events and activities as well as represent YFB at community events.
- Coordinate with other staff to integrate fundraising efforts effectively with storytelling, impact data, organizational branding and other marketing, social media and philanthropic resources to strengthen strategic success.
- Model YFB core values and organizational culture in all work efforts.
- Perform all other duties as assigned.

### QUALIFICATIONS & EXPERIENCE

The ideal candidate will be a skilled frontline fundraiser who is passionate about the mission and work of YFB. In addition, they will possess the following experience, skills and personal attributes:

- Five years of fundraising experience, or an equivalent combination of relevant education/training and experience.
- An established background in coordinating successful individual and corporate nonprofit fundraising strategies including a commitment to the full donor cycle. Experience with planned giving a plus.
- Motivated, independent, self-starter with proven leadership skills and a solid track record of obtaining gifts from donors at the \$5,000 and above level.
- Able to understand and analyze technical data and reports and make logical recommendations.
- Innovative, creative, flexible, and adaptable in working with donors, staff and other stakeholders.
- Highly organized and decisive when managing competing priorities in a changing environment, anticipating needs, and responding to unanticipated events while continuing to meet deadlines.
- Strong understanding of and relationships within the local communities.
- Possess a high level of integrity, shows discretion and able to maintain confidentiality when dealing with sensitive information.
- Able to work effectively with diverse stakeholders (internal and external), building positive relationships with donors, prospects, staff and members of the community.
- Enjoys connecting in the community and passionate about introducing Yolo Food Bank to new audiences.
- Enthusiasm for the mission and work of YFB in order to develop and motivate donors, prospects, staff and volunteers to achieve goals.
- Exceptional written, oral, and interpersonal communication skills; engaging presentation skills.
- Proficient in Microsoft Word and Excel; background in using fundraising software and/or other CRM to assist in managing donor databases and streamlining job duties.
- Willingness to take on new tasks and responsibilities as the position evolves and the organization grows.
- All positions at YFB are required to serve as ambassadors for our work, and to develop and enhance a nimble, resourceful, creative, curious, collaborative, compassionate, and visionary approach to accomplishing individual and organization-wide goals and objectives.
- Valid California driver's license and proof of insurance.
- This position is full time Monday-Friday 8:30 a.m. – 5:00 p.m. with frequent evening/weekend/after-hours work.

### COMPENSATION & BENEFITS

Salary range is \$70-\$75K, plus benefits including 4 weeks PTO, 10 paid holidays, medical, dental, 403(b) match, EAP, and life insurance.

### APPLICATION PROCEDURE & TIMELINE

Please submit resume and letter of interest to **Andrea Weiss, Search Consultant, [andrea@weisscareer.com](mailto:andrea@weisscareer.com)**. Applicant screening will be ongoing until the position is filled as the goal is to complete the recruitment process at the earliest opportunity and welcome a new philanthropy team member as soon as possible.