



## Leadership Gifts Officer

- Are you a fearless solicitor?
- Do you believe that food is a basic human right?
- Are you a good listener? Do you enjoy getting to know new people and discovering what motivates them?
- Do you love saying thank you?
- Are you a deep thinker who sees the connection between racism, hunger and poverty?

If your wheels are turning, **we encourage you to apply to become Alameda County Community Food Bank's next Leadership Gifts Officer.** The Leadership Gifts Officer is an experienced fundraiser and relationship builder responsible for managing a portfolio of major and mid-level donors and prospects. This position will focus on identification, qualification, cultivation, solicitation, and stewardship of individuals with the capacity to make annual gifts of \$5,000 or more. The person in this role has a proven ability to build community and increase donor engagement.

As a member of Alameda County Community Food Bank's Development department, this position partners with the Leadership Gifts Manager and Director of Leadership Gifts to execute the major gifts strategy to meet the organization's individual major gifts revenue goals. This position reports to the Leadership Gifts Manager and works closely with the Donor Relations Specialist and other members of the Development team. Importantly, this person is committed to the Food Bank's mission and to building relationships in pursuit of a nourished, equitable and just Alameda County.

Alameda County Community Food Bank has been at the forefront of hunger relief efforts for 35 years. Few nonprofits are as well-respected – or have a bigger impact on the community – than we do. Through a network of over 300 agency partners, we serve 1 in 5 county residents and will provide enough food for over 50 million meals this year. We're forward thinkers who encourage innovation. We're changing lives, we're proud of our work, and we're having fun doing it!

### KNOWLEDGE, SKILLS AND ABILITIES

- At least two years in major gifts fundraising with an emphasis on, and successful track record of securing, 4- to 5-figure gifts from individual major donors. Experience could be as a member of a fundraising department or as a volunteer or board member with fundraising responsibilities.
- Experience managing multiple prospects/donors utilizing a moves management approach.
- Experience working with high level volunteers and volunteer solicitors.
- Knowledge of principles of major giving.
- Ability to independently drive projects and build effective, collaborative relationships with internal and external partners.
- Strong planning, organizational and project/time management skills; ability to prioritize and handle multiple projects, remain flexible and work effectively under pressure.
- Respect for confidentiality of donor/constituent information and a deep understanding of donor ethics.
- Exceptional interpersonal skills, strong written and verbal communication skills and ability to creatively engage others in the organization's work.
- Computer proficiency including MS Office and relational databases (Blackbaud CRM a plus) as well as prospect research tools.
- Ability to communicate effectively to collaborate with colleagues and engage donors and community members in Food Bank's initiatives.
- Ability to attend work functions outside of normal work hours, on weekends and evenings, as needed. Advance notice would be provided.
- Valid California Driver's License, insurable driving record.
- Strong knowledge of the Bay Area's philanthropic and nonprofit community preferred.

### **PERSONAL ATTRIBUTES AND VALUES**

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- Excellent judgment, impeccable integrity and honesty, handles confidential information with discretion.
- Intellectual curiosity, inquisitive nature, excellent listening and problem-solving skills.
- A sense of humor deftly combined with a roll-up-your-sleeves can-do attitude.
- Strong work ethic with an orientation toward action, innovation and process improvement.
- Passion and drive towards an equitable society where people of all races, ethnicities, genders, sexual orientations, and economic circumstances can thrive.

### **PHYSICAL REQUIREMENTS**

Under usual circumstances, work is located in a shared office environment, in the community and at private homes. Physical activities necessary in the performance of this job include: Sitting for prolonged periods; mobility to move throughout the food bank in performance of duties; event set-up and break down; ability to read and write in English; ability to use a computer to accomplish the duties of the position, including typing and seeing.

### **COMPENSATION & BENEFITS**

This is a full-time, exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (37.5 hours per week, one-hour unpaid lunch). The non-negotiable starting salary for this position is \$95,000 annually. We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield HMO or PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 15 vacation days, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested after three years.
- Employee Assistance Program for employees and dependents.
- Free ongoing 1:1 financial coaching and access to an interest, service fee and credit requirement-free short-term loan program after six-months on staff.

**If you meet these qualifications and want to join our mission, please *submit your resume and answer the application questions on our careers page located at [accfb.org/careers](https://accfb.org/careers)*.**

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB 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.

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