



Position Description

Position Title:	Philanthropy Specialist	Direct Reports:	None
Department:	Philanthropy	Classification:	Exempt
Location:	Organization Wide	Position Status:	Full Time
Reports To:	Sr. Director of Philanthropy	Approved Date:	
		Revision Date:	

Position Summary:

The Philanthropy Specialist is accountable for meeting fundraising goals for assigned location including leading a donor portfolio. Engages with the community through events and networking.

Organizational Values:

Kids' Food Basket believes all children have a right to equitable, consistent access to the nutrition they need to grow.

Since its inception in 2002, Kids' Food Basket has grown from serving 125 students in Kent County to serving thousands of children daily across four counties (Kent, Ottawa, Allegan and Muskegon) with healthy nourishing meals through our flagship Sack Supper program and other community-driven meal provision programming.

In addition, over the past two decades, Kids' Food Basket has also increased healthy food access for our communities through the growth and distribution of sustainably grown produce on our two chemical-free farms. Nourishing healthier generations of children is at the core of Kids' Food Basket's mission and is what we strive for daily through our five commitments:

- **Nourish:** We feed our future by providing healthy, nutritious, ready-to-eat meals each weekday to children experiencing food insecurity.
- **Grow:** We increase healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruits on our chemical-free farms.
- **Learn:** We use our facilities and farms as classrooms to foster a deeper understanding of where food comes from and why it is important, empowering children to make lifelong healthy choices.
- **Engage:** We invite and include diverse perspectives to increase culturally responsive solutions and food equity in West Michigan.
- **Advocate:** We strive to increase our community's understanding of food access, why it is important and what we can do to ensure good food for generations.

Job Responsibilities:

1. Manages donor portfolio of individuals, corporations and community organizations including prospecting, cultivation, making the ask, stewardship, and recognition, resulting in revenue generated.
2. Establishes new relationships for Kids' Food Basket, with a focus on generating new resources and donors.
3. As appropriate, represents organization at third party, community, and Kids' Food Basket events, including public speaking, presentations, tours, and donor inquires.

4. Collaborates with philanthropy leadership on implementation, renewal, donation level increase, stewardship, and recognition of workplace matching, and monthly giving programs.
5. Collaborates with development leadership to meet annual fund goals for the organization.
6. Supports event planning and sponsorship opportunities for donor events in assigned location, including participating in event execution as necessary.
7. Supports the grants team on prospecting, writing, and reporting for assigned prospects and donors.
8. Special development projects as assigned.
9. Travels to regional locations on regular basis.
10. Other duties as assigned.

Supervision Received:

General Direction: Plans and arranges own work. Uses a wide range of procedures to accomplish assigned objectives.

Supervisory Responsibilities:

Informal leading: Project management of team members and interns working within department. Responsible for assigning and scheduling project-based work. Provides training and coaching.

Education & Experience:

1. Associate degree required. Bachelor's degree preferred.
2. Four (4) or more years of relevant experience.
3. Valid driver's license.

Other Knowledge, Skills & Abilities:

1. Proficient in Microsoft Office Suite.
2. Experience with CRM or donor database. Raiser's Edge a preferred.
3. Excellent written and verbal communication skills.
4. Comfortable speaking in front of groups, making presentations, and leading groups.
5. Ability to solve problems, analyze systems and data, and make suggestions for improvement.
6. Knowledge of development.
7. General understanding of stewardship and community outreach.
8. Ability to work on nights and weekends on a regular basis.
9. A sense of optimism and an assets-based way of viewing people and situations.
10. Ability to effectively interact with a diverse population from a variety of ethnic and socioeconomic backgrounds.
11. Have a desire to develop a basic understanding of hunger and poverty issues in West Michigan.

Physical Requirements:

Average Daily Physical Requirements	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position					x
Move about work area			x		
Use hands/fingers to handle or feel					x
Reach with hands and arms		x			
Ascend/Descend (stairs/ladder/etc.)		x			
Bend, stoop, kneel, crouch, or crawl		x			
Communicate with various parties					x
Detect flavors or smells	x				
Ability to push, pull, and lift up to 30 pounds			x		
Visual acuity					x
Read and understand written word					x
Drive/Travel			x		
Operate computer and general office machines					x
Operate Machines:	x				
Other:					

Environmental Conditions:

Average Daily Environmental Conditions	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.					x
Warehouse environment: Exposure to dust, warehouse equipment, varied temperatures, and noise.		x			
Farm: Regular and continuous exposure to outside elements such as weather, animals, insects, etc.		x			
Travel: Limited exposure to outside elements.			x		
Other:					

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.

Benefits:

Kids' Food Basket offers a competitive benefits package to full-time employees including medical, dental, vision, short-term disability, life/accidental death & dismemberment, flexible spending accounts, 401(k) plan with employer match, a generous PTO policy with 4 weeks in the first year of employment, paid holidays, and more.

Benefits eligibility begins on the first day of the month following the date of hire. 401(k) plan eligibility is after 6 months of employment.

Equal Employment Opportunities

Kids' Food Basket provides Equal Employment Opportunities (EEO) to all applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, height, weight, marital status, genetic information, qualified disability, veteran status or any other protected characteristic. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment.

To be considered for the position, please send your cover letter and resume to
humanresources@kidsfoodbasket.org

Please, no phone calls or walk-ins. Applications will be accepted and reviewed on a rolling basis.