

## **Food Bank for the Heartland Position Description**

**Position Title:** Philanthropy Officer (Leadership Annual Giving and Major Gifts)  
**Reports to:** Vice President of External Affairs  
**FLSA status:** Exempt, fulltime

### **Position Purpose:**

The Philanthropy Officer position is responsible for raising new gifts and pledges through leadership annual giving and major gifts to support the mission and programs of Food Bank for the Heartland. Through identifying, cultivating, soliciting and stewarding a full portfolio of prospects and donors (100+ individuals and 5-10 corporations) this position yields a significant amount of revenue for the Food Bank by soliciting for donations in the five and six figure range. Additionally the Philanthropy Officer will contribute to building a prospect pipeline for the Food Bank.

### **Essential Accountabilities:**

- Qualify, cultivate, solicit, and steward a portfolio of annual leadership and major gift prospects, in order to support the Food Bank's philanthropic priorities. Focus on raising annual operating funds, programmatic funds as well as estate gifts. This position is a key member of the development team within External Affairs and responsible for working with the Vice President of External Affairs, the President/CEO and volunteer leadership to successfully cultivate and solicit prospective donors. (65%)
- Participate in prospect management initiatives to deepen individual portfolios and build an overall donor pipeline by identifying specific prospects to research and then qualify through prospect interaction. Capture new information for entry into donor database regarding donor's interests, relationships, life events and information about capacity for philanthropic giving. (10%)
- Contributes to the design and focus of the annual development plan and budget in support of the organizational strategic plan and philanthropic priorities for Food Bank for the Heartland. This position will support the planning and implementation of the donor stewardship program to include efforts for donor recognition, reporting, and engagement activities. (10%)
- Collaborate on, support and attend Food Bank special events in order to connect with donors and discover new prospects. (10%)
- Conduct tours of the Food Bank for prospective donors, volunteers and guests. Ensures follow-up with appropriate tour participants to cultivate a relationship. Represent the Food Bank at various speaking engagements and check presentations as assigned. (5%)

### **Knowledge, skills and abilities:**

- Experience in soliciting and closing donations in leadership annual giving and/or major gifts.
- Demonstrated experience with moving donors along the donor pipeline.
- Must be comfortable in discovering and pursuing new prospects and leads.
- Demonstrated experience with donor relations and stewardship activities.
- Strategic thinker with superb organizational, verbal and writing skills.
- Demonstrated customer relations and customer service skills.
- Initiative, tenacity, strong results orientation, entrepreneurial mindset and proven track record in setting and achieving ambitious goals.
- Must be highly motivated, creative and able to work independently as well as in a team-based environment.
- Familiarity with using a donor database or CRM such as Charity Engine, Neon, Raiser's Edge or Salesforce.

- Proficient in Microsoft office suite.
- Appreciation and understanding of the mission of Food Bank for the Heartland.
- Availability for occasional night and weekend work.
- Availability for travel and ability to drive organizational vehicle

**Education and Experience:**

- Bachelor’s degree required. Master’s degree preferred
- Minimum of 5 years of experience in demonstrated, successful fundraising required. Comparable experience will be considered.
- Fundraising certificate or CFRE preferred

**Working conditions:** Typical office setting.

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**Employee Signature**

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**Date**

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**Supervisor Signature**

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**Date**

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