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## EMPLOYMENT OPPORTUNITY

### 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**

As demand for food assistance has increased three-fold in Yolo County over the past 18 months, Yolo Food Bank (YFB) seeks to expand its capacity to meet the need 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, proposals, 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 Strategic Gifts Manager and senior leadership, 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 Strategic Gifts Manager.

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

Recognized by the *Sacramento Business Journal* in 2020 as one of the Best Places to Work, YFB positively impacts the lives of more than 60,000 Yolo County residents who live in poverty. We provide as many as one million pounds of food each month at nearly 130 distributions via a network of 200 partnerships with food donors, distribution sites, and relationships with 80+ local nonprofit programs. In its pursuit of an equitable, sustainable local food system to benefit the health and wellness of ALL Yolo County residents, YFB actively reduces poverty in the county by advancing environmental, social, and economic sustainability. All positions at YFB serve as ambassadors for our work, and develop and enhance a grateful, nimble, resourceful, creative, curious, collaborative, compassionate, and visionary approach to accomplishing individual and organization-wide goals and objectives. 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 objectives and initiatives
- Work in collaboration with Strategic Gifts Manager and Director of Philanthropic Engagement to identify and cultivate new prospects, as well as to cultivate, solicit, and steward existing donors to increase their annual investment.
- Foster and build relationships with prospects and donors through targeted communication, professional and community events, program updates, and other activities.
- Engage with prospective, new, and existing donors using a multi-faceted approach (in-person, telephone, email, social media, and Zoom), incorporating strategies for engagement with YFB's programs and activities.
- Actively manage a portfolio of major gift prospects, including soliciting individuals and negotiating investments by businesses.
- Craft effective communications for donors and prospects including proposals, solicitation emails and letters, stewardship reports, and information as needed to ensure success.

- Ensure timely donor gratitude and recognition, coordinating with other department staff to advance related reporting, correspondence, acknowledgments, gift processing, and other support.
- 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.
- Document donor interactions and history in the online donor/constituent database.
- Model Yolo Food Bank core values and organizational culture in all work efforts.
- Perform all other duties as assigned.

### **QUALIFICATIONS & EXPERIENCE**

The ideal candidate will be a skilled 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' fundraising experience, or an equivalent combination of relevant education/training and experience, and knowledge of donor-focused strategies.
- 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 self-starter with proven leadership and a solid track record of obtaining gifts from donors at all levels of capacity.
- Strong understanding of and relationships within the local communities.
- Passion and enthusiasm for the mission and work of YFB that inspires and motivates donors, prospects, staff, and volunteers to achieve goals.
- Able to demonstrate a high level of integrity and strong interpersonal skills that build relationships with donors, prospects, staff, and community members.
- Able to understand and analyze technical data and reports and make logical recommendations.
- Able to be innovative, creative, flexible, adaptable and highly organized.
- Able to make decisions and prioritize in a changing environment, anticipate future needs, respond to unanticipated events and meet deadlines.
- Able to work positively and effectively with difficult stakeholders (internal and external)
- Able to work independently with little supervision.
- Exceptional written, oral, and interpersonal communications skills, as well as engaging presentation skills.
- Proficient at learning and using electronic systems and databases.
- Proficient in Microsoft Word and Excel; background using fundraising software and/or other CRM database is desirable.
- Willingness to take on new tasks and responsibilities as the position evolves and the organization grows.
- Valid California driver's license and proof of insurance.
- This position is full-time Monday-Friday 8:30 a.m. – 5:00 p.m. including some remote work or time spent in the field; evening/weekend/after-hours work required.

### **COMPENSATION & BENEFITS**

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