

Gift Officer

Department:	Philanthropy
Reports To:	Chief Philanthropy Officer
Status:	Exempt
Pay Range:	\$75,000 to \$85,000, depending on experience

About the Job

Community Food Share is looking for a Gift Officer to oversee stewardship of mid-level giving and drive outreach, cultivation, and fundraising initiatives to create a pipeline for major gifts. The position will be responsible for researching donor profiles, crafting and sending targeted donor communications, and developing and executing fundraising strategies to attract new donors and increase mid-level donor contribution levels. The Gift Officer will be effective at cross-functional collaboration and will be at ease contributing to and executing strategies generated by a leadership group within the philanthropy department.

The successful candidate will have a proven fundraising track record, and a range of skill sets including oral and written communications, email marketing, knowledge of donor research/systems, donor cultivation strategies, and CRM expertise. Familiarity with mid-level and major gifts giving, online fundraising, and public speaking skills are also highly desirable.

This position is eligible for a hybrid work schedule. Part of the week may be worked from the office and part of the week may be remote.

Fundraising

- Working under the supervision of the Chief Philanthropy Officer, this position will drive the growth of mid-level donor contributions within the current donor base through a range of strategies, ultimately intended to build a strong pipeline for major gifts giving.
- Leads fundraising efforts with a portfolio of mid-level donors with a goal of raising more than \$750,000 dollars annually.
- Conduct donor research designed to build profiles of donors and strategies to cultivate donor file segments based on wealth and affinity interests.
- Work with senior staff of the philanthropy department to achieve key cultivation and growth metrics for annual sustainers, using “Moves Management” strategies to continuously move donors toward higher giving ranges.
- Develop written materials, outreach strategies, and campaign elements for outreach to mid-level donor contributors, coordinating as needed with the marketing team for creative inputs, data, or other elements.
- Monitor giving trends and attend webinars, educational sessions on fundraising, or conferences to identify effective new fundraising approaches.
- Meet with donors in-person, virtually, and via telephone to steward long-lasting relationships to sustain the efforts and mission of Community Food Share.

Relationship Management and Administration:

- Actively manages and stewards a robust portfolio of mid-level monetary donors.
- Strategizes with CPO to create a pipeline for mid-level individual donors.
- Ensures that all relevant monetary donor contact information and interactions are documented and current in Raiser's Edge.
- Participates in internal and external planning committee meetings as appropriate
- Supports the CPO and DP in Community Food Share's strategic plan and its derivatives by creating and overseeing efforts that will increase donations and stature within the community.
- Represents and speaks on behalf of Community Food Share at external events and campaigns.
- Maintains positive relationships with the public through attendance and participation in community events and represents Community Food Share in a positive, professional manner.
- Provides input on budgetary assessments, including developing revenue projections, recognizing monthly and annual variances, and identifying expenses related to mid-level donor cultivation.
- Perform such other duties as required by the CPO.

Key Required Experience and Knowledge

- Bachelor's degree required. Advanced degree or additional fundraising training desirable
- 5 years minimum fundraising and non-profit donor cultivation experience with proven results
- Ability to devise and execute strategies and team plans with minimal oversight and to drive execution with team peers across boundaries
- Strong communication and interpersonal skills (with peers and donors) are a must
- Must have excellent time management skills and the ability to produce products from start to finish effectively and under pressure to meet deadlines
- Experience with donor research and CRM systems (Raiser's Edge NXT preferred)
- Experience developing and executing direct mail/email marketing products and campaigns in conjunction with the CPO
- Candidate must be self-motivated, demonstrate initiative and be a strong team player
- Fundraising and donor stewardship knowledge
- Knowledge of food insecurity and the cycle of poverty
- Raiser's Edge NXT experience is preferred
- MS Office Suite

About Community Food Share

Community Food Share provides fresh, nutritious food to our neighbors facing hunger with a special emphasis on children, seniors, and other vulnerable members of our community. Approximately 40 plus local human service agencies rely on us for nutritious food to pass on to their clients. We continually collaborate with these partner organizations to find new ways to address the underlying causes of hunger.

When Community Food Share was founded in the early 1980s, food banks were still a relatively new concept across the United States, and most were in large metropolitan areas. However, with its smaller size, Community Food Share has been able to be more innovative in creating new programs to solve the issue of hunger in our community. This innovative spirit, combined with a budget of over \$6 million in monetary

contributions, \$12 million in donated food, and 6500 volunteers, has positioned Community Food Share as a leading partner in our community's effort to end hunger in Boulder and Broomfield Counties.

Currently, the organization has over 7,500 active donors and a well-connected Board of Directors. These two elements will be instrumental in supporting this position build a robust mid-level gifts program from this impressive base of support from both current and anticipated new donors.

For full-time employees we offer a great list of benefits:

- 20 paid vacation days per year
- 9 paid Holidays
- 8 paid sick days per year with annual rollover
- 1 personal day per year
- 95% company paid health insurance
- 100% company paid dental insurance
- 100% company paid life and short-term disability insurance
- Voluntary vision insurance
- Matched SIMPLE IRA vested at 100% from day 1

Did we mention we have a **great** culture?

To apply, please send a resume and cover letter to careers@communityfoodshare.org.