

# Society of St. Andrew

GLEANNING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

Gleaning Network • Potato & Produce Project • Harvest of Hope



## Job Opening: Director of External Partnerships

<b>Title:</b>	Director of External Partnerships
<b>Reports to:</b>	Development Director
<b>Basic Functions:</b>	Fundraising (Grantwriting and Donor Relations), Public Relations, Federated Campaigns
<b>Location:</b>	Big Island, Virginia (Lynchburg/Bedford area)
<b>Starting Salary:</b>	\$37,000 - \$42,000/year depending on experience and qualifications
<b>Starting Date:</b>	October 1, 2018
<b>Application Info:</b>	Email résumé (Word or PDF) to Lynette Johnson, Executive Director at <a href="mailto:lynette@endhunger.org">lynette@endhunger.org</a>

The Society of St. Andrew, an established faith-based 501(c)(3) nonprofit organization with national reach and a \$2.75 million annual operating budget in 2018, seeks dynamic, experienced fundraising professional to build relationships with and raise funds from corporations, foundations, and government sources. The Board of Directors is committed to responsive and responsible growth in program and funding, to increase fresh produce recovery and distribution steadily in the coming years. The Director of External Partnerships will be an integral part of the staff leadership team that brings the Board's vision to life, seeing that increasingly more hungry people in this country have healthy food available every day to supplement their diets.

### Specific Duties and Responsibilities

#### Fundraising / Donor Relations

1. Identify corporate and foundation prospects and conduct research to determine interest and giving potential.
2. Develop, manage, and implement cultivation and solicitation strategies for corporate sponsorships, including proposals and negotiation of marketing agreements.
3. Develop, manage, and implement cultivation and solicitation strategies for corporate capital donations.
4. Write LOIs and grants to potential private and public foundation grantors; respond to RFPs for governmental grants, within organization guidelines and budgetary and programmatic parameters. Manage grant award response, including thanks, publicity, and timely reporting.
5. Track and document grant fulfillment progress including measures of impact and effectiveness for each grant received, writing grant reports as required.
6. Arrange, conduct, and coordinate cultivation, stewardship, and recognition activities such as on-site signage, recognition in publications, and on-site visits for corporate and foundation sponsors and donors.
7. Maintain accuracy of grant and donor tracking systems and database for foundation and corporate constituents, while maintaining appropriate confidentiality of donor information.
8. Manage acquisition, renewal, stewardship, recognition, and annual recaps of external partnerships.
9. Work with Development Director and Executive Director to review and implement cultivation and solicitation strategies

10. Coordinate and oversee implementation and publicity for SoSA's involvement in the Combined Federal Campaign, charitable federations, and state giving programs. Participate in federation-related charity events to interact with potential donors.
11. Coordinate and oversee implementation and publicity for corporate and foundation gift-matching programs.
12. Work with Development Director, Marketing & Communications Director, and Executive Director to implement corporate sponsorship agreements.
13. Develop new and manage the enhancement of existing corporate and foundation relationships and programs.
14. Steward assigned prospects and document activities in DonorPerfect database.
15. Manage up, working with the Executive Director to ensure that her time is used most productively in donor contacts and conversations
16. Work with the Executive Director to promote planned giving.
17. Lead #GivingTuesday planning and messaging
18. Offer occasional training and regular resourcing to all staff and to Board members to assist them in becoming better fundraisers for the organization
19. Regularly seek opportunities for further training and skills development, using available continuing education funds

### **Public Relations**

1. Work with the Development Director and the Marketing/Communications staff to coordinate messaging and best promote SoSA's ministry
2. Be a primary storyteller; constantly look for and share stories in grantwriting, proposals, and conversations with potential corporate and foundation partners of SoSA at work and SoSA's impact in communities and on lives of volunteers and recipients
3. Actively promote SoSA's ministry and promulgate SoSA's messaging in as many ways/channels as possible, through your words and enthusiasm for the cause
4. Know the organization and its work inside and out, being willing to call on other staff members to take the lead, especially in program-focused conversations where you may not be the expert

### **Other Duties**

As may from time to time be necessary or assigned.

## Education, Skill, and Physical Labor Expectations

- 2-5 years fundraising experience
- College degree preferred
- Excellent oral and written communication skills
- Proficient computer usage; willingness to learn new programs and skills
- Experience with a fundraising database, such as DonorPerfect
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in the area of corporate and foundation fundraising
- Demonstrated ability in proposal/grant writing.
- Demonstrated knowledge of methods, practices, and procedures for obtaining information about giving programs of corporations and foundations
- Goal-directed self-starter, with strong work ethic
- Collegial style

- Ability to work efficiently and effectively on multiple projects simultaneously with minimal supervision, while achieving goals and objectives in a timely manner
- Ability to maintain a high level of professionalism in all circumstances
- Ability to initiate and build relationships with prospective corporate and foundation donors and interact professionally by phone and email and in person with institutional representatives
- Conversant with Christian faith language and texts; comfortable speaking with people of faith
- Able to lift up to 25 pounds occasionally, when accompanying a donor on a gleaning activity or when hauling displays/materials to tabling or workshop events

### Other

Successful education and employment records and reference checks will be required prior to any job offer being extended. A national criminal background check (at SoSA's expense and initiation) will be required upon hire. Employment with the Society of St. Andrew is at-will.

### Work Hours and Conditions

This position will be based at the Society of St. Andrew's national headquarters outside Big Island, Virginia. Regular office hours are 8:00am-4:00pm Monday-Friday. Some weekend and evening work will be required. Overnight travel may be required occasionally in this position. All necessary office equipment, furnishings, and supplies will be provided.

### Benefits

After 60 days, this position is eligible for Health and Dental Insurance coverage. SoSA pays 80% of individual or family premiums for the lowest cost of several available health care options and provides assistance toward medical expenses through a contribution to a Health Savings Account for the employee.

In January or July after one full year of employment, this position is eligible for 401K enrollment. SoSA puts in 5% of salary and matches up to an additional 4% employee contribution.

Sick leave and vacation accrue from the first day of employment at a rate of 8 hours per month each. There are 11 paid holidays annually.