

Society of St. Andrew

GLEANING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

Gleaning Network • Potato & Produce Project • Harvest of Hope



Development Associate

Title: Development Associate - Grants and Special Projects

Reports to: Development Director

Basic Functions: Fundraising (Grant Writing and Special Projects), Donor Communications, Public Relations

Location: Big Island, Virginia (Lynchburg/Bedford area)

Starting Salary: \$35,000 - \$40,000/year depending on experience and qualifications

Starting Date: when filled

Application Info: Email résumé (Word or PDF) to D'Lynn Burgess, Development Director at sosadev@endhunger.org

The Society of St. Andrew, an established faith-based 501(c)(3) nonprofit organization with national reach and a \$3.3 million annual operating budget in 2021, seeks dynamic early-career fundraising professional to join our development team, writing grants, enhancing donor communications, and serving as administrative staff for an upcoming capital campaign. 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 Development Associate will be an integral part of the development team that brings the Board's vision to life, securing funding so that increasingly more hungry people in this country have healthy food available every day to supplement their diets.

Specific Duties and Responsibilities

Grant Writing

1. Identify corporate and foundation prospects and conduct research to determine interest and giving potential.
2. Work with Development Director to develop, manage, and implement cultivation and solicitation strategies for corporate sponsorships, including proposals.
3. Write Letters of Intent (LOIs) and grant applications to potential private and public foundation grantors; respond to Requests for Proposals (RFPs) for governmental grants, within organization guidelines and budgetary and programmatic parameters. Manage grant award response, including thanks, publicity, and timely reporting.
4. Track and document grant fulfillment progress including measures of impact and effectiveness for each grant received, writing grant reports as required.
5. 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.
6. Maintain accuracy of grant and donor tracking systems and database for foundation and corporate constituents, while maintaining appropriate confidentiality of donor information.
7. Manage acquisition, renewal, stewardship, and recognition of corporate sponsorships.

Special Projects

1. Assist Development Director and Executive Director and other members of SoSA's staff to plan, carry out, and evaluate special giving days.
2. Serve as administrative lead on an upcoming capital campaign (2022-2024): tracking asks, pledges, and progress toward campaign goals; keeping accurate records; issuing quarterly progress reports to Development Director and Executive Director.
3. Coordinate and oversee implementation and publicity for SoSA's involvement in the Combined Federal Campaign (CFC), charitable federations, and state giving programs. Participate in federation-related charity events to interact with potential donors.
4. Coordinate and oversee implementation and publicity for corporate and foundation gift-matching programs. Thank matching gift donors.
5. Assist Development Director as needed with all aspects of the fundraising program.
6. Offer occasional training and regular resourcing to all staff to assist them in becoming better fundraisers for the organization.
7. Regularly seek opportunities for further training and skills development, using available continuing education funds.

Donor Communications

1. Work with Development Director on periodic phone calls to major donors, new donors, and monthly donors.
2. Steward assigned donors and prospects and document activities in DonorPerfect database.
3. Master DonorPerfect, SoSA's Customer Relationship Management database, working with Development Assistant to implement DonorPerfect-assisted automation and batching of receipting/thanks process, ensuring that thank you letters and emails go out within 48 hours or less after donations are received.

Public Relations

1. Work with the Development Director and the Marketing/Communications staff to coordinate messaging and best promote SoSA's ministry.
2. Be an enthusiastic storyteller; constantly seeking out stories of SoSA at work and of SoSA's impact in communities and on the lives of volunteers and recipients. Share these stories in grant writing, proposals, and conversations with individual donors and potential corporate and foundation partners.
3. Actively promote SoSA's ministry and promulgate SoSA's messaging in as many ways/channels as possible, through your words and passion 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

- 2-4 years fundraising experience preferred
- College degree preferred (additional relevant experience may be substituted for degree)
- Excellent oral and written communication skills

- Proficient computer usage; willingness to learn new programs and skills
- Experience with a fundraising database, such as DonorPerfect, preferred
- Goal-directed self-starter, with a 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 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 70% 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.