

## JOB DESCRIPTION

<b>POSITION:</b>	Manager, Partnership Development
<b>DEPARTMENT:</b>	Development
<b>REPORTS TO:</b>	Senior Director, Corporate, Foundation, Community
<b>STATUS:</b>	Full-time, Exempt

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## THE ORGANIZATION

**Feeding Westchester's mission** is to end hunger in Westchester County. As the heart of a network of more than 300 partners, we source and distribute food, and other resources, to communities across Westchester helping to ensure that none of our neighbors is hungry.

### Job Summary

Feeding Westchester's Manager, Partnership Development will be responsible for developing a portfolio of \$700,000+ in revenue by growing and expanding our community presence and partner relationships and establishing multi-year, multi-product revenue streams. The Manager will ensure the organization is reaching funding deliverables and expectations, utilizing an outbound sales approach. The Manager, Partnership Development will be donor facing and is responsible for proactive outreach to grow and expand Westchester County-wide partnerships. This position is responsible for both developing and leading strategies for growth in identifying, cultivating, and leveraging the partnerships to maximize ongoing income and interest from community groups and organizations. The Manager will prospect and initiate development of strategic business relationships to secure funding towards and engagement with Feeding Westchester's mission.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Manage the identification, solicitation, cultivation and stewardship of community donors and partners to achieve a \$742,000 revenue goal.
- Researches donors and prospects to continue an active pipeline of potential community partners.
- Works collaboratively with Development team to execute a donor strategy that is measurable and supports the fundraising revenue goal.
- Researches and leads outreach efforts to develop new community partnerships and provides proactive outreach to retain and grow current partnerships.
- Executes on donor strategy through email, phone, meetings, site tours, mailed communication and timely follow-up, and records actions and new information in the donor database in an accurate and timely manner. Helps maintain accurate donor classifications in coordination with Database Manager.
- Develops and cultivates donor relationships by thanking, updating, and engaging donors to deepen their relationship with Feeding Westchester and retain and grow the donor relationship. Translate short and long-term strategies into targeted goals and actions to drive donor satisfaction and result in year-over-year renewals.
- Attends networking and social functions to generate new relationships and foster existing partnerships on behalf of Feeding Westchester.
- Assists in writing donor communication and solicitation materials in collaboration with Development, and Marketing and Communications.
- Works collaboratively with Volunteer Team to help connect donors to mission and identify new potential donors.
- Represents and speaks on behalf of Feeding Westchester as assigned by Senior Director or VP.
- Performs other related duties and assignments as needed, and always works in a collaborative manner with the

larger Development Department.

## **POSITION REQUIREMENTS**

### **Required Skills and Dispositions:**

- Service orientation: Are you driven to provide an excellent donor experience?
- Agility: Can you work independently, remotely, and as part of a dynamic and diverse team?
- Open to learning: Are you curious and open to learning new ways, new technology and new approaches?
- Empathy: Are you able to recognize and relate to the needs of others and can you share in their experiences?
- Capacity: Can you effectively manage different projects, balance many priorities and meet deadlines?
- Communication: Do you openly share ideas and are you open to others' ideas? Are you an active listener?
- Detail-oriented: Can you manage a budget and track items accurately and in a timely way?
- Resilience: Are you comfortable working in moments of ambiguity as well as times of clarity?
- Team orientation: Can you both take direction and collaborate as a peer to complete a project?

### **Required Knowledge**

- Highly efficient with Microsoft Office, and familiar with Microsoft Teams and Adobe.
- Proficient in Raisers' Edge software or comparable donor database.
- Understanding and knowledge of Westchester County, community groups and organizations.

### **Required Education/Experience**

- Must have at 4-6+ years of demonstrated experience in fundraising, outside sales, ideally in a non-profit setting.
- Bachelor's degree or equivalent combination of education and experience.
- CFRE certification or demonstrated experience soliciting and securing gifts over five figures.
- Demonstrated ability to manage projects and juggle multiple tasks.
- Strong problem-solving skills.
- A valid driver's license and use of a vehicle to travel is required along with the ability and flexibility to travel independently in the daytime and evenings (including occasional weekends) to destinations and events throughout Westchester County.

### **Physical Requirements**

- Ability to lift, carry, and set up a variety of promotional materials including electronics, materials in boxes, and table top screens (weighing up to 50 pounds).
- Ability to pack, unpack and put away various materials.
- Prolonged standing, walking and bending in addition to sitting in front of a computer.
- Ability to access, research, read, review, enter and retrieve information from computer, hard copies and desk top publishing systems.
- Ability to give regular communications in person, writing, by email and by telephone.
- Ability to access all work sites of the agency.
- Ability to work in below 0 F temperatures for short periods of time.

### **Working Conditions**

- Working inside a warehouse environment and the Feeding Westchester offices.
- Working outside in all weather conditions in all Westchester communities.
- Travel throughout Westchester County.
- Ability to work irregular or extended hours including some evenings and weekends.

## **SALARY \$55-65K**

## **HOW TO APPLY**

Interested Applicants should send resume, cover letter, (work samples a plus) and salary requirements to <https://recruiting.paylocity.com/recruiting/jobs/Apply/740694/Feeding-Westchester/Manager-Partnership-Development>