

THE ORGANIZATION

Feeding Westchester is looking for people with the passion, courage, and creativity to create meaningful change in the lives of others. As a member of the Feeding America network of food banks and Westchester County's leading hunger relief organization, we moved nearly 22 million pounds of food to agencies and partners across Westchester County, including food pantries, soup kitchens, senior centers, and schools last fiscal year. We supplied 18.2 million meals to children, families, and seniors, mobilized 11,000 volunteers, and raised over \$12 million in donations to help end hunger.

Feeding Westchester's mission is to nourish our neighbors in the fight against hunger. As the heart of a network of more than 200 partners, we source and distribute food, and other resources, to communities across Westchester. We envision a community where all people have access to the food they need today, and the fundamental resources to build a better tomorrow.

THE OPPORTUNITY

Feeding Westchester has an exciting opportunity for a strategic thinking and mission-driven professional major donor fundraiser. The Director Individual Giving will help identify, cultivate and steward a portfolio of major donors (\$5,000+) while also managing and supervising development strategies including: Major, Mid-level, Planned Giving, and P2P (Peer to Peer).

This role directly supervises the Manager of Individual Giving and Associate of Individual Giving, and partners directly with, and reports to, the Associate VP, Individual Giving. The Director will work collaboratively to achieve revenue, retention, and acquisition goals from Feeding Westchester's diverse pool of donors, volunteers and advocates, and further their engagement, giving, and commitment to supporting the work of Feeding Westchester.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Major Gifts:

- Develop and implement a measurable organizational major-donor strategy to achieve, or exceed, a set raised revenue goal in coordination with the Associate VP, Individual Giving, VP of Development and Marketing, and the CEO
 - Manage, develop, and grow a personal portfolio of 100-120 Major Donors, including high and low-touch segments. Create and execute a cultivation plan, including goals, for each major donor, adjusting as needed. Develop proposals, solicit and close major donor gifts.
 - Provide strategic support and guidance of senior leadership portfolios with stewardship, cultivation, and solicitations.
 - Identify and cultivate new major donor prospects (new revenue) through database analysis and research.
- Analyze and review portfolios, and unassigned lists to ensure high potential major donors are in appropriate portfolios and assess yearly to optimize active portfolio management.
- Support and assist the CEO, VP, and Board of Directors with network and prospect outreach, cultivation and stewardship.

Mid-Level Giving:

- Lead and oversee the planning and management of the Mid-Level Donor Individual programs, and work to achieve revenue, retention, and acquisition goals of each.
- Approve and oversee mid-level team plans for year-round cultivation, stewardship, bi-annual portfolio adjustments, and pipeline identification and development.
- Supervise the Manager, Individual Giving and Associate, Individual Giving in the management and growth of the mid-level program.

Planned Giving:

- Lead and oversee the planning, development, and management of a named Planned Giving program, and work to achieve the following:
 - Contact and cultivate individuals who express interest in planned gift, move toward confirming a gift intent.
 - Working with Planned Giving vendor/partner set and follow a yearly outreach/educational strategy using specially designed marketing materials targeting a planned giving prospect mailing list.
 - Working with Planned Giving vendor/partner on marketing plan and provide educational opportunities and materials regarding planned giving for fellow staff and prospects/donors.
 - Provide stewardship and recognition in planned giving society to donors who have already announced a commitment to planned giving.
 - Work with Marketing and Communications department and other internal staff to optimize the Planned Giving Donor Journey through proper cultivation, and stewardship.
 - Join and attend professional groups or meeting with firms (i.e., Estate planning councils) to raise awareness of the planned giving program.
 - Attend educational sessions as needed; keep abreast of current trends.

P2P:

- Supervise the manager of the P2P Individual program, and work to achieve revenue retention goals.

General Individual Giving Responsibilities:

- 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.
- Conducts analysis and develops reports, as needed.
- Helps schedule donor meetings, when appropriate, for Associate VP, VP or CEO.
- Researches donors and prospects in coordination with Associate VP, VP and CEO.
- 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 as well as identify new potential donors.
- Represents and speaks on behalf of Feeding Westchester as assigned by Senior Director, VP, or CEO.
- Performs other related duties and assignments as needed, and always works in a collaborative manner with the larger Development Department.

POSITION REQUIREMENTS

Required Knowledge/Skills

- Strong interpersonal skills; ability to build relationships with staff and donors, and experience developing, cultivating and growing major donor relationships.
- Strong project management and organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail; ability to meet deadlines in a fast-paced environment.
- Must be proficient in latest software and technology.
- Expertise with Excel a necessity; Very comfortable working with numbers, creating spreadsheets and performing data analysis.
- Demonstrated proactive approaches to problem solving with strong decision-making capability.
- Resourceful team player, with emotional maturity and ability to be effective independently.
- Proven ability to handle confidential information with discretion.
- Demonstrates the highest level of customer/client service and response.
- Actively seeks opportunities and proposes solutions.
- Must have valid driver's license and use of a vehicle to ensure ability to travel independently for Feeding Westchester business.

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 operate equipment such as pallet jack, metal cart, etc.
- 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 travel independently in the daytime and evening to regional and national destinations.
- 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 Feeding Westchester offices.
- Working outside in all weather conditions in all Westchester communities
- Travel throughout Feeding Westchester service area.
- Ability to work irregular or extended hours.

The purpose of this job description is to provide an overview of the scope of the position. This is not a comprehensive list of duties/responsibilities. Other duties and responsibilities may be assigned.

ABOUT US

Feeding Westchester provides a competitive benefits package including paid time off, Medical/Dental/Vision coverages, 403(b) retirement plan with discretionary employer contribution, company-paid Life and LTD insurances, an Employee Assistance Program (EAP), and other ancillary benefits. Feeding Westchester is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services or any other category protected by law.

Feeding Westchester is committed to continually working to ensure we have an equitable and inclusive environment in place to support our diverse team. We strive to create professional growth paths for all who want them and a just culture that will support both internal collaboration and the work we do for our local community.

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SALARY RANGE: \$115,000.00-125,000.00 (Negotiable based on experience)