

Second Harvest Food Bank CCL, Springfield, Ohio
Job Description

POSITION TITLE: Communications and Development Manager

REPORTS TO: Executive Director, SHFB

WORK HOURS: 37.5

LOCATION: Springfield

FLSA STATUS: Salary Exempt

SUPERVISORY: Yes

DATE: August 2018

Position Summary:

This position will work closely with the management team and other staff to support fundraising and other aspects of resource development, and various communications needs.

Essential Job Functions:

Public Relations and Marketing

1. Participate in development, and oversee execution, of overall strategic marketing plan to improve organizational visibility and public relations activities
2. Oversee creative production and distribution of regular external emails, develop text and graphics templates, writing press releases and media alerts
3. Write and edit newsletters, program brochures, flyers, etc.
4. Preparation and/or printing of presentation media and materials
5. Oversee social network profiles including Facebook and Twitter, leading research and populating with relevant content
6. Build and sustain working relationships and communication with community associations; advocates and coalitions; business leaders; lenders; grant funders; faith based organizations and churches; school administrators, schools, universities and youth groups; and other institutions.

Grant requests and administration

7. Assist Executive Director with researching and writing grants.
8. Provide timely reporting and ensure compliance as required by grant award documentation.

Development

9. Drive prospect and foundation research
10. Draft and edit proposals: manage the proposal development process, track opportunities, manage timelines and provide follow-up
11. Manage donor administration activities, including drafting donor reports, donor database entry, updates, invitations, thank you notes, and other materials
12. Develop online fundraising strategies, campaigns and calls to action
13. Develop and execute a plan and tactics for online mobilization, outreach and small donor fundraising
14. Implement and monitor metrics and analysis of online fundraising and constituent mobilization campaigns

Events

15. Manage or oversee Second Harvest Food Bank events.
16. Promote events to the business community as a way to support Second Harvest Food Bank and provide support to those groups that want to host an event.

17. Work with appropriate staff and volunteers to ensure that all aspects of a successful event are coordinated towards a common goal.
18. Develop and solicit sponsors for programs and events as needed.

Support of Agency Mission and operations:

1. Represent Second Harvest Food Bank and Feeding America in a positive and professional manner in meetings, community events, and conference trainings
2. Work with volunteers and other staff to increase efficiencies of the operation and increase assistance for events
3. Active participation in the Second Harvest Food Bank Leadership Team, dissemination of valuable information to effected personnel
4. Other duties as assigned

Supervisory Responsibilities: Interns, volunteers

Qualifications and Skills Requirements:

1. B.A./B.S. preferred with an emphasis or concentration in business, marketing, public relations or related field.
2. A minimum of two years professional development and fund raising experience preferred.
3. Advanced PC skills and expert proficiency in Microsoft Office Suite (Donor database experience desirable).
4. Desire to work as part of a team and willingness to promote the principles and views of Second Harvest Food Bank.
5. Ability to work with minimal supervision – self-motivated & confident
6. Ability to handle multiple projects simultaneously.
7. Ability to work well with people from all backgrounds with varying degrees of experience.
8. Ability to inspire, train, motivate, challenge, and supervise volunteers.
9. Confident public speaking and able to express ideas verbally and in writing

Work Environment: Typical office and warehouse environment, with minimal exposure to excessive noise or adverse environmental issues

Physical Demands: Position requires physical exertion to sit, stand, walk, stoop, and communicate verbally by phone or in person. Maximum unassisted lift 20 lbs., normal lift <10 lbs.