



Development and Special Events Fellow 2018-2020

[Food Recovery Network](#) (FRN) is seeking a motivated person dedicated to continuous learning to join our National team as our Development and Special Events Fellow (Development Fellow). The opportunity is a two year Fellowship at FRN. After the conclusion of the 12 month Fellowship and if both parties agree, this role will continue for a second year term. Ultimately, the hope is for this person to stay with FRN as a full-time permanent staffer at FRN after the successful conclusion of the two year fellowship beginning at the Associate level.

The Fellowship is rooted in continuous learning at FRN. Therefore, the Fellow receives monthly training at FRN as well as the opportunity for external professional development.

The Development Fellow works closely with the Executive Director to support engaging communications and special events among our stakeholders and donors and to ensure FRN meets our financial goals to support the growing movement. Fellow will lead and support projects such as individual donor relationship building, marketing, and supporting events.

FRN is in an exciting moment in time: our movement is growing at a rapid pace, we're creating new programming to further advance our goal of ensuring that food recovery is the norm across the country, and we're hosting events that bring together a diverse array of people. The Development Fellow is at the heart of all of this activity.

About FRN: Founded in 2011, Food Recovery Network (FRN) is the largest national student-led food recovery movement fighting waste and feeding people. FRN is currently comprised of more than 230 chapters at colleges and universities (and growing) across the country and has recovered more than **3 million** pounds of food.

Commitment: The position requires 40 hours of work per week. Work hours are from 9:30 am to 5:30 pm; occasional work after traditional hours is required. Please note that you must commit to working from the FRN National office.

Compensation: This fellowship pays \$2,000/ month (\$24,000 annually) before taxes. Fellows receive nine paid Federally recognized holidays and 10 paid sick/personal/vacation (Paid time off) days. FRN provides professional training and a flexible work schedule. Upon successful completion of the first year of the Fellowship, Fellowship pay increases for year two.

Responsibilities:



Development

- Support Executive Director with timely and consistent communications to donors.
- Support campaigns
 - End of Year Appeal
 - Giving Tuesday Campaign with support of FRN team
 - Amp Your Good drives
 - Successful completion of A-to-Z campaign
- Support Executive Director in preparation for and follow up to funding meetings
- Support alumni engagement strategy to engage alums and begin an alumni giving initiative including leading on Facebook fundraising initiative or similar approach

Special Events

- Support National Food Recovery Dialogue (NFRD) sponsorship strategy
- Lead design and implementation of FRN holiday party to increase revenue and attendance
- Support identifying sponsorship for Move Out for Hunger and other programs and events throughout the year
- Support Winter Fancy Food Show implementation in January

Capacity Building

- Lead on learning new development platform, Classy, to increase funding to FRN and ensure team knows how to properly use new platforms
- Seek to improve processes to better communicate with stakeholders and keep data updated on all FRN platforms
- Ensure appropriate written communication flow to stakeholders via writing emails on behalf of Executive Director, blog posts, social media and other content in a regularly scheduled time frame
- Ensure Development Guide is updated
- Present one formal presentation to the full FRN team during the latter part of the Fellowship
- Support Executive Director to receive reports and metrics to support donor decision making
- Lead donor recognition process

Food Recovery Network is an equal opportunity employer that does not discriminate on the basis of age, political affiliation, race, national origin, ethnicity, gender, gender identity, disability, sexual orientation, or religious belief. Members of underrepresented groups are encouraged to apply. We accept that everyone we work with has their own way of doing things, inspired by experience and creativity and we are flexible and adaptable to ensure that everyone can make unique contributions to the food recovery effort.



Required:

- Familiarity with common social media platforms & comfortable learning new platforms
- Familiarity with Adobe Illustrator and Adobe Suite programs
- Familiarity with MailChimp, Salesforce & Squarespace
- Excellent written and oral communication skills
- Strong attention to detail
- Strong time management and organizational skills; deadline oriented
- Project Management experience, both short and long-term
- Ability to deliver in a dynamic, fun, and results-oriented environment
- Familiarity with food justice issues
- Ability to work full-time in College Park, MD

Preferred:

- Experience with collecting and analyzing data and creating next steps from that information
- Experience working or volunteering with a national student organization

To apply: Please send a cover letter and your resume to careers@foodrecoverynetwork.org with the subject line: Food Recovery Development & Special Events Fellow.

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