DONOR DEVELOPMENT MANAGER

Giving Kitchen (GK) is an Atlanta based non-profit that provides crisis support (through financial aid and access to a network of stability resources) to food service workers who've experienced an accident, illness, injury, natural disaster or loss of an immediate family member.

GK’s Donor Development Manager’s primary responsibly will be to support the Development team in administering the organization's long-term goals and strategies for all fundraising campaigns. This entails organizing outreach efforts and managing communications and relationships with GK’s donors, sponsors, foundations and partners, and implementing and executing GK special events to maximize attendee and donor experience. The GK Donor Development Manager role necessitates working closely with other departments at GK, including the Finance Team to monitor donations and the Marketing + Communications Team to convert GK followers and supporters to donors and event participants.

GK’s Donor Development Manager works in an office setting, although attendance at outreach, engagement and fundraising events will be required. A typical day consists of communicating with existing donors, managing the details of event planning, maintaining records and making recommendations to the team based on Salesforce (CRM) donor and event analytics, working with the Finance team to process donations and report to senior leadership, and generally supporting fundraising, education and community outreach events.

GK’s Donor Development Manager will report to and work under the direct supervision of the Development Director and is expected to work closely with the full development team. As a result, honed skills such as communication, event planning, strategic database management, time management and teamwork are needed.
The goal of the position will be to lead and support:

- an analytical fundraising strategy designed to cultivate and enhance meaningful, strategic relationships with donors
- effective processing of all donations
- a successful recurring giving campaign
- effective and efficient fundraising events

**Key Responsibilities:**
Ongoing management of GK strategic fundraising plan, which includes:

- **Maintain, Organize and Analyze GK Donor Data:**
  - Oversee a portfolio of existing individual donors and identify new prospective donors to cultivate, solicit, and steward increasing individual donor support.
  - Use Salesforce database system to record donations and generate associated correspondences.
  - Standardize and maintain donor records so they include appropriate personal information and accurate donor and communication history of engagement with GK. Execute database clean-up to ensure the accuracy needed to support data-driven fundraising programs.
  - On an as-requested basis, query and generate reports that establish if fundraising activity is on-track, provide updates to staff, Board and leadership across constituency groups including corporate sponsors, event supporters, and individual donors.
  - Identify opportunities for improvements to existing fundraising strategies and make recommendations for creative growth.
  - Manage individual gift acknowledgement
  - Develop, manage and maintain system for GK “Heroes Club” benefit fulfilment.
  - Manage fundraising solicitations such as mailings, annual reporting and end-of year solicitation mailer.
  - Assist with reporting in-kind donations.
  - Manage Pass the Hat donors, GK’s recurring giving program.

- **Plan and Execute GK fundraising events:**
  - Manage all logistics of the event pre-, during, and post-event (including but not limited to: logistics, sponsor partner deliverables and recognition, food and beverage service providers, auction – conception and execution, menus, venue, production, safety, security and liability).
  - Plan timelines for successful execution of events.
  - Will be the lead solicitor and actively make “asks.”
  - Will manage and report event budgets to Development Director.
• Actively cultivate and steward donors before, during and after events.
• Support/supervise volunteers.
• Manage on-site production and clean up for events.
• In coordination with Director of Development, responsible for identifying and securing corporate and/or individual special event sponsorship to meet event financial goals and larger organizational goals AND for ensuring sponsor benefits are fulfilled accurately and timely.
• Work with Development team to create alliances, broaden and maintain partnerships with food service partners, vendors, supplier partners and others affiliated with the industry - with a focus on stewarding long-lasting relationships.

Additional responsibilities include but are not limited to:
• Work with Executive Director, GK Board, Development Director and GK committees and consultants to establish and maintain effective relationships with corporate and individual donors and to personally solicit gifts, as needed.
• Collaborate with Marketing & Communications team to convert event attendees, social followers and volunteers to individual donors.
• Support Communications team with tracing, tracking and reporting of peer-to-peer giving campaigns like Pass the Hat, GK Supper Club and Give Atlanta.
• Support tracking of Five-Star Partners.
• Support execution of donor deliverables in conjunction with any GK auctions.
• Join and participate in organizations and associations to build relationships within the community.

Personal Style Characteristics:
• Analytical/critical thinker.
• Superior organizational and communication skills.
• Works well in a collaborative environment.
• Ability to learn and adapt to new technology that supports office and program administration.
• Strong phone etiquette.
• Ability to maintain and protect confidential donor and client information.
• Treats clients, donors, board, volunteers and staff with respect.
• Detail oriented and budget minded.
• Is a team player.
• Understands and exemplifies the GK voice.
• Is flexible in work style and calm under deadline.
• Able to rally others to a common goal.
Technical Ability:
Experience working with Salesforce (or CRM competitor), Microsoft Office Suite and general comfort with computer software.

Benefits:
- $40,000 to $47,000, commensurate with experience
- Compensated Healthcare Plan
- Compensated Vacation, Holidays, Personal and Sick Days
- Fun and flexible work environment
- Access to some of Atlanta’s best food events

This is a full-time, 40-/+ hours per week, salaried position that requires some flexibility for night and weekend work. Qualified applicants should send their resume and cover letter to naomi@thegivingkitchen.org. Be sure to use this opportunity to show more of your personality, tell us how you are connected to Giving Kitchen or the Georgia food service community, or highlight additional professional and personal experiences. Due to high response rate for this position, only those possessing the desired skills will be considered for in-person interviews. Hiring for immediate availability.