ABOUT GIVING KITCHEN

Giving Kitchen, a non-profit headquartered in Atlanta, Ga., serves those who serve us every day: We help food service workers. Since inception, GK has served over 9,000 food service workers in need and awarded over $5.8 million in financial assistance. Our Stability Network connects food service workers in crisis to resources that they may have not been aware of: from mental health to housing and utilities to employment to low or no-cost health and wellness resources and more.

Giving Kitchen is quickly growing as a regional organization with multi-regional and national expansion on the horizon. As a respected organization in our community and industry, our impact has been recognized locally and nationally, including as a Georgia Restaurant Association Industry Partner of the Year, The Center for Civic Innovation’s Civic Impact Award and the prestigious James Beard Foundation’s Humanitarian of the Year. GK has also earned a Gold GuideStar rating and a 100 of 100 seal from Charity Navigator.

Be part of something that is bigger than all of us and is just getting started. More at givingkitchen.org or @givingkitchen.

Job Title: Director of Donor Relations
Reports To: Senior Director of Community Engagement
FTE: Full Time
FLSA: Exempt

Position Purpose: The Director of Donor Relations reports to the Senior Director of Community Engagement, serves on the Executive Team, and is responsible for managing an organization-wide comprehensive data-driven and stewardship-focused donor relations program. The Director of Donor Relations develops overall fundraising strategy and oversees a data-driven process, grounded in fundamentals and reflecting current trends in fundraising, to develop new donors, retain and grow existing donors, and position Giving Kitchen to meet its strategic fundraising goals.

The Director of Donor Relations works regularly with the Regional Director to ensure cross-department alignment. All departments are engaged in stewardship-focused fundraising at some level.

This position works from the Atlanta headquarters with opportunity for a hybrid work model.
Key Responsibilities:

**Strategic Focus**
- Craft a comprehensive, growth-oriented, data-driven, and relationship-focused fundraising strategy for donors and prospects at all levels and in every constituency.
- Establish and execute an annual development action plan that is based on donor-related data, formulates clear goals, identifies strategies and activities for each step of the development cycle across all constituencies, provides for balanced revenue generation throughout the entire year, and assures a diverse revenue stream that is essential for a sustainable fundraising program.
- Lead and support a Donor Relations team that understands that to increase donated revenue, they must increase donor engagement.
- Monitor and analyze external and internal fundraising trends to develop benchmarks, proven practices, priorities, and focus areas.
- Ensure special events (curated by Partnerships and Outreach teams) are aligned with department goals and strategies and have stewardship-focused follow-up plans associated with them.

**Prospect Relations and Solicitations**
- Manage the donor relations strategy to cultivate relationships with new donors and steward current donors to maximize donor retention, engagement, and support.
- Establish and track relationship-based metrics to assess the current engagement and activity of donors and determine the effectiveness of various efforts in engaging donors and increasing support.
- Manage a portfolio of individual donors whose engagement and support are critical to the organization’s success.
- Work with Regional Development Directors on shared management of donors in all constituencies in their area who have both a passion for Giving Kitchen’s mission and the capacity to support the organization at a leadership giving level.
- Execute solicitation activities across all constituencies, including directly soliciting gifts from managed pool prospects and oversee two broad-based solicitations a year.
- Work with the Director of Marketing and Communications to develop and implement strategic, donor-focused communications in multiple mediums in a timely manner.

**Stewardship**
- Prioritize stewardship to engage donors and share with them the impact their generosity makes for food service workers through appropriate and meaningful acknowledgment and recognition.
- Create innovative programs and projects to thank and steward donors.
- Monitor progress towards overall fundraising goals and provide regular updates to the Senior Director of Community Engagement and quarterly updates for the Board of Directors.

**Executive Leadership Team**
- Serve as the staff support for the Board of Directors Donor Relations Committee, working with the Committee Chair to determine priorities and ways to engage the Board in the fundraising process.
- Provide formal and informal fundraising training for fellow headquarters and regional staff members, the Board of Directors, and volunteers who support Giving Kitchen’s mission.

The Giving Kitchen Initiative is a 501c3 nonprofit organization.
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Serve as a member of the Executive Team, providing strategic input from a fundraising point of view.

Recruit, hire, and oversee training and onboarding of new headquarters team members.

Support efforts of regional development team members and provide them strategic and operational tools to make their efforts successful.

Ensure that all fundraising materials are in accordance with Giving Kitchen policy and are aligned with proven practices.

Manage the relationship with third party vendors, including DonorSearch, Classy, Double the Donation, and MarketSmart.

Execute other duties as assigned.

Exhibit strong grammar/proof reading skills, an attention to detail, and proficiency in using Microsoft Office programs.

Possess strong organizational and time management skills.

The Director of Donor Relations will join a professional team and should exhibit strong interpersonal skills in his/her interactions with all staff, Board members, constituents, private corporations and/or public officials. The Director of Donor Relations will actively promote Giving Kitchen’s mission, services, programs, and events in the community and conduct other projects as assigned.

**Qualifications and Key Skills:**

- Minimum of 10 years progressive fundraising experience with a track record of securing leadership-level gifts from a portfolio of individual and institutional donors.
- Demonstrated leadership in managing and developing a team. Experience with remote team members a plus.
- Willingness to work in a quickly growing, multi-regional organization.
- Proficiency in working with donor/constituent database systems required. Experience with Salesforce and Classy a plus.
- Excellent computer skills. Experience with Microsoft Office products preferred.
- Personable, yet professional. Demonstrates a commitment to accuracy, attention to detail, efficiency, and thorough follow-up.
- Exhibits excellent judgment and operates with integrity.
- Highly organized and able to rally others to a common goal.

- Skilled communicator, with exceptional interpersonal, verbal, and written skills. A confident public speaker.
- Able to maintain high confidentiality.
- High degree of initiative, self-motivation, and resourcefulness.
- Ability to work under and remain calm in the face of continuous and multiple deadlines and evolving priorities.
- Ability to manage multiple projects simultaneously.
- Team player who enjoys collaborating with professionals, peers, volunteers, and those served by the organization.
- Patience and good humor.
- Some travel required.
- Some nights and weekends required.
Personal Characteristics:

- Enthusiastic about promoting the growth and success of Giving Kitchen.
- Empathetic and understanding of the challenges faced by the clients Giving Kitchen serves, while remaining focused on the goals for program delivery.
- A good listener, respectful to all constituents, able to balance diverse agendas and points of view, while maintaining a sense of common purpose and organizational vision.
- Has a passion for the restaurant industry (bonus if you’ve worked in one.)

Benefits

- Competitive salary
- Employer paid health insurance (after 90 day waiting period)
- 401K Retirement Planning with Employer Match offered
- Paid vacation
- Sick Leave
- Personal days
- Major U.S. Holidays off
- Two floating Holidays
- Parental Leave
- Up to 10 days per month work from home when health protocols allow in-office working
- Transportation reimbursement for travel greater than 25 miles
- Budgeted funding for professional growth opportunities
- Be part of a fast-growing, community-minded, well-respected team.

This is a full-time, 40-/+ hour per week, salaried position that requires some flexibility for night and weekend work. This position requires full vaccination against COVID-19, except to the extent such requirement is prohibited by applicable law.

Forward resume, cover letter along with salary requirements to brigitte@thegivingkitchen.org. Use this opportunity to show more of your personality, tell us how you are connected to Giving Kitchen or the food service community, or highlight additional professional and personal experiences. Due to high response rate for this position, only those possessing the desired personal characteristics and skills will be considered for in-person interviews.

*Writing samples or other portfolio work may be requested.

At Giving Kitchen, we believe that a diverse, equitable and inclusive workplace makes us a more relevant, more competitive, and more resilient company and strengthens organizational decision making. We encourage people from all backgrounds, ages, abilities, and experiences to apply. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status.