

## FEED MY PEOPLE

### Job Description

**Position:** Director of Philanthropy  
**Classification:** Exempt  
**Reports to:** Executive Director

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#### **Position Summary:**

The Director of Philanthropy is responsible for fostering strong donor relationships and building Feed My People's (FMP's) major gifts, planned, and monthly giving programs. This individual will identify prospects, build donor engagement and steward donors as well as work with the Communications and Development team to deepen messaging that is reflective of our supporters and people FMP serves.

#### **Essential Duties and Responsibilities:**

##### **RELATIONSHIP MANAGEMENT AND SOLICITATION**

- Assist in developing goals, performance measures and engagement strategies for building FMP's major giving program (\$1K+).
- Play lead role in moving donors along a relationship continuum from awareness, to interest, to involvement, to investment; identify and implement actions that will build loyalty and engagement. Move donor's from (1) I'm loyal to this charity to (2) This is my favorite charity to (3) I'm a committed donor.
- Manage cultivation and stewardship activities such as volunteer experiences, tours, receptions, etc.
- Record relationship management activities in donor documents and maintain stewardship reports.
- Prepare staff and board members for cultivation, solicitation and stewardship actions.
- Promote various ways donors can make gifts, including specific program support opportunities and planned giving instruments.
- Grow monthly, matching, and honor/memorial gifts.
- Work with team to develop and implement donor recognition program.
- Understand FMP programs and their value from multiple perspectives; prepare and disseminate quarterly impact mailings to identified donors.
- Assist in developing case statements and proposals for major initiatives.
- Enhance fundraising skills through training workshops, reading and mentorships.
- Participate in staff and organization-wide meetings.
- Promote team culture in all working relationships with staff and volunteers.
- Other duties as assigned.

##### **JOB SPECIFICATIONS**

- Bachelor's degree required.
- Personal belief in mission, goals and objectives of FMP.
- Demonstrated ability to meet and converse with others effectively; enjoy the challenge of meeting new people; exceptional conversationalist.
- Passionate and committed to building relationships and securing gifts.
- Donor development or sales experience required.
- Demonstrated ability to meet goals; excellent self-management skills with ability to meet deadlines.
- Strong oral and written communications skills.
- Computer proficiency in Microsoft Excel, Outlook and Word.
- Valid driver's license required.