



Part-Time Position as a Nonprofit Fund Development Manager

Job Description:

As a Nonprofit Fund Development Manager, you will play a crucial role in advancing the organization's mission by securing financial support. Your responsibilities will primarily encompass fundraising efforts and increasing community awareness.

1. Fundraising and Revenue Generation:

- Develop and implement a comprehensive fundraising strategy aligned with the organization's mission and goals.
- Identify potential funding sources, including grants, corporate sponsorships, individual donors, and community events.
- Cultivate relationships with existing and potential new donors to maximize contributions.
- Coordinate in-kind donation drives (food, hygiene items, supplies) in collaboration with community partners.
- Maintain accurate records of in-kind donations and acknowledge donors appropriately.
- Lead the fundraising development committee (made up of Loaves and Fishes board members) and foster a collaborative and enthusiastic team environment.
- Plan, organize, and execute fundraising campaigns and events with the fundraising development committee.
- Represent the organization at community events, networking opportunities, and public speaking engagements.
- Assist with raising public awareness about the organization through printed and electronic communications.
- Facilitate donor fundraising by identifying and engaging potential supporters.
- Monitor fundraising progress, adhere to budgetary constraints, and identify future opportunities for revenue growth.
- Assist with grants and grant reporting as needed.
- Assist with administrative tasks as needed.

2. Budget Management and Financial Accountability:

- Oversee fundraising budgets, ensuring financial responsibility and transparency.
- Allocate resources effectively to maximize impact.
- Work closely with staff to track expenses and revenue.

Qualifications:

3. **Education:** A minimum of a bachelor's degree is required.

4. **Experience:** Demonstrated minimum of 2 years' experience within the nonprofit sector, including successful development plans and fundraising efforts.

5. **Skills:**

- Strong written and verbal communication skills for engagement and relationship-building.
- Budgeting and financial management experience.
- Knowledge of fund development procedures and fundraising experience.
- Proficient in MS Office and ability to learn and use various software.
- Ability to work as a team and independently.
- Excellent time-management and organizational skills.
- Detail-oriented and efficient.
- Passion for the nonprofit's mission and commitment to making a positive impact.
- Ability to lift 20 pounds.
- Valid driver's license.

Benefits:

- \$22 hourly pay, rate depending on qualifications and experience.
- Two weeks paid vacation.
- Paid holidays.
- Auto mileage reimbursement.
- Health & Wellness Days.

Schedule:

- Part-time, 25 hours weekly. Additional hours up to 30 total hours weekly may be required during select peak fundraising periods.
- We offer a flexible and hybrid working environment. Some support may be required on site during operation days M, W, and F between 3 and 6:15 p.m. Remaining days and hours are flexible based on job-related needs. Must be available Monday through Friday for various scheduled meetings, networking opportunities, and other job-related requirements.
- Occasional night or weekend hours may be required for meetings and/or events.
- Travel to local partner agencies, meetings, and events as necessary

Email cover letter and resume to Shannon Krahn at info@loavesandfishesfv.org.