

MONTANA FOOD BANK NETWORK JOB DESCRIPTION

Position / Job Title: Development Coordinator **Department:** Development Department
Reports To: Chief Development Officer **Position Status:** Full-Time, Non-exempt

General Job Description:

Under the direction of the Chief Development Officer, this position has responsibility for grant writing that includes grant research, submission of grant proposals and reporting, assist in implementing planned giving and major gifts program. Growing sponsorship and auction funding for special events, managing recruitment of volunteers for special events. Strong sales and communication skills a must.

Job Specifications

- Work requires collaboration within a team environment with a willingness to assist other co-workers and volunteers.
- Have outstanding customer service skills and exceptional emphatic listening skills.
- Possess the ability to identify problems and implement immediate solutions in the best interest of both Partner Agencies and the Montana Food Bank Network.
- Be comfortable communicating with individuals from a wide variety of backgrounds and circumstances not only over the phone and through email, but during face-to-face meetings.
- Be professional, but personally accessible.
- Have experience working with membership-based organizations.
- Be incredibly detail oriented.
- Work diligently to meet deadlines.
- Understand the complexities of Montana culture, from rural to urban, west to east.
- Be sympathetic to the needs of the underprivileged, especially those individuals experiencing food insecurity.
- Be committed to the Montana Food Bank Network's mission and vision.
- Be willing to travel.
- Be willing to facilitate meetings and speak in front of attentive audiences.
- Have an established system for managing stress.
- Be proficient in Microsoft Office Suite (specifically Word, Excel, and Publisher)

Specific Responsibilities

Development Activities

- Assist increasing sponsorship funding for special events.
- Serves as liaison with event partners, attending and coordinating planning meetings with appropriate partners and MFBN staff.
- Providing support to Development staff in planning and implementing of all fundraising activities and events.
- Developing a feasible logistics/timeline plan that include the securing of adequate staff and volunteer participating, supplies and transportation for each event.
- Assist in implementing planned giving and major gifts program

Grants Research and Writing

- Assist in identifying and coordinating grant prospects both externally and through Feeding America.

- Coordinate with appropriate departments for preparation and submission of funding proposals.
- Manage grants database and coordinate submission of timely reporting.

General Responsibilities

- Comply with all Montana Food Bank Network policies and procedures.
- Be sensitive to the needs of low-income people and to the diverse populations served by the Montana Food Bank Network.
- Have a neat, clean appearance.
- Have the ability to take initiative, think quickly and solve problems independently.
- Must be willing to help agencies and volunteers with their best interest in mind under any given circumstance.
- Demonstrate patience under all circumstances.
- Be well-organized and dedicated to accuracy.
- Perform any additional tasks and duties as assigned.
- Be available to work some weekends and evenings.

Qualifications & Experience

Personal Attributes: Commitment to the alleviation of hunger in Montana; Comfortable working and interacting with people from diverse ethnic, economic and cultural backgrounds.

Communication Skills: Exercise superior oral and written communication skills. Demonstrate excellent customer service over the phone and in person.

Behavioral Skills: Flexible, self-starter with the ability to work independently and effectively. Sensitivity to diversity and the ability to work with people of different nationalities, ethnic origins, and socioeconomic levels is essential. Good interpersonal skills with the ability to interact professionally with the public. Honesty, integrity and commitment to the Montana Food Bank Network Mission, Vision, and Core values.

Physical Requirements: This position will require the individual to be able to sit and stand for extended periods of time, must be able to lift at least 35 pounds or more and be able to travel long distances in a vehicle. This position may require working in both and indoor as well as outdoor setting.

Required:

- Bachelor's degree in a related field and one year of experience in similar work.
- Experience working in grants research, writing and management preferred.
- Attention to detail with a high level of accuracy.
- Proficient in Microsoft Office Suite
- Must have or ability to obtain Food Safety Certification
- Valid driver's license.

Preferred:

- Experience working with nonprofits.
- Previous experience working with volunteers, corporate sales experience, special events, grants management, and/or planned giving with a nonprofit.

Offer of employment is contingent on successful completion of a background check.