



The Eugene and Marilyn Glick Center
1121 Southeastern Ave. Indianapolis, IN 46202

Job Title: Partnerships and Donor Engagement Manager
Reports To: Sr. Director of Philanthropy

Payroll Type: Exempt
Work Status: Full Time

JOB SUMMARY

To secure funds for Second Helpings by fulfilling the interests and passions of individual and corporate donors by providing them with meaningful giving opportunities, encouraging them to give, and staying connected to those who care about this critical mission. The Partnerships and Donor Engagement Manager identifies, cultivates, solicits and stewards donors at the major gift level (currently \$5,000 and above). This can include individuals, volunteers, organizations, private foundations and businesses/corporations, and others as assigned. The Partnerships and Donor Engagement Manager role is pivotal to the Second Helpings development team, working collaboratively with all staff in initiating and growing philanthropy for general operating funds, key fundraising events, and other priority fundraising initiatives. The Partnerships and Donor Engagement Manager matches Second Helpings' funding priorities and projects with donor interests, builds industry and community partnerships, and provides strategic guidance and support to staff on fundraising projects as assigned and appropriate to the specific job duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages a portfolio of current and prospective donors. This includes accurate and timely reporting of donor interactions and utilizing the donor database (Salesforce) to plan opportunities for strengthening donor engagement.
- Through face-to-face/virtual meeting, phone, and email communication with donors – identifies donor philanthropic interests, shares Second Helpings updates and giving opportunities, advances donor relationship to the organization.
- Works with program staff to share relevant and timely information, reporting how donors' giving made an impact on Second Helpings.
- Analyzes donor data and giving trends in Salesforce. Actively works to increase donor retention rates, increase giving levels, and secure new gifts.
- Oversees personalized stewardship at the major gift level through on-site tours and visits, personal meetings (off-site/virtual), phone calls, thank you cards, and invitations to special Second Helpings events as available.
- Perform other duties as assigned.

CORE COMPETENCIES

- Enhanced interpersonal skills including the ability to work with donors, board members, volunteers, and high-profile community partners in a friendly manner face-to-face, via email, and over the phone
- Strong writing skills, grammar, attention to detail, and ability to follow through on projects
- Proven project management experience
- Excellent attention to detail and organizational skills
- Knowledge of fundraising/nonprofit sector, experience in working with donors and high-profile constituents
- Ability to speak effectively in public and one-on-one settings
- Knowledge of Salesforce donor database a plus
- Ability to work independently and as a team player

- Ability to maintain confidentiality

JOB REQUIREMENTS

- Bachelor's degree. Relevant experience can be substituted for a degree.
- At least 3-5 years of proven fundraising experience in a nonprofit setting.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to remain in a stationary position for lengthy periods of time.
- Must be able to lift up to 25 lbs.
- Repetitive motions sitting at a computer keyboard.
- Second Helpings' office is open from 8:00am-4:30pm Monday-Friday and will require occasional evening/weekend work.

Organization Description

Each day, Second Helpings volunteers and staff rescue prepared and perishable food from wholesalers, retailers and restaurants — preventing unnecessary waste. That rescued food is used to create thousands of nutritious meals each day that are distributed to over 100 social service agencies that feed people in need.

The Second Helpings Culinary Job Training program trains disadvantaged adults for careers in the food service industry. This helps eliminate hunger at its source. More than 930 adults have graduated from this program, and Second Helpings alumni are now working in Central Indiana as cooks, executive chefs, business owners and culinary instructors.

Second Helpings provides equal employment to all employees and applicants and will not tolerate discrimination based on age, ancestry, citizenship, color, disability, gender, gender identity, gender expression, genetic information, marital status, medical condition, national origin, pregnancy, race, religion, sex, sexual orientation, veteran and uniformed military status, or any other status or characteristic protected by law. Second Helpings will also take reasonable action to provide reasonable accommodations in employment and job training for qualified individuals with disabilities.

TO APPLY: Send your cover letter and resume to katie@secondhelpings.org by June 30, 2021 to be considered for this position.