

Development Manager

Job Description



Department: Development & Communications
Reports to: Vice President – Development & Communications
Employment Type: Full Time - Exempt

The Development Manager is responsible for supporting the priorities and activities of fundraising, development, and philanthropy for the Food Bank of Northwest Indiana, specializing in the management and execution of special events and supporter engagement outreach. The Development Manager is responsible for managing and securing special events committee members, corporate sponsorships, in kind items, and other event related collateral. This role supervises the Development Coordinator and Development & Communications Specialist assisting with leading the department's initiatives with the purpose of advancing the mission of the Food Bank of Northwest Indiana.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage, plan, coordinate logistics, and execute FBNWI special events
- Create and manage strategy to increase special event fundraising and attendance
- Recruit, train, and manage special events committee
- Manage and secure corporate sponsorships for events and outreach activities
- Manage partner agency relationships and fundraising for special events
- Manage and train event volunteers prior to and day of event, including drafting job descriptions, communicating expectations, etc.
- Manage and secure in-kind/auction items for annual events and initiatives
- Work with the Development & Communications Team to coordinate and attend turnkey, third party events, and fundraising and tabling opportunities
- Create and manage budgets for events and outreach activities
- Track year over year progress of events and outreach activities
- Conduct post-event reporting and analysis
- Support coordination of major FBNWI events
- Work collaboratively with the Vice President – Development & Communications to successfully market and promote FBNWI mission, programs, services, and initiatives
- Lead the coordination of social media fundraising campaigns
- Partner with other entities, as appropriate, for mutual benefit to advance the mission of the FBNWI and leverage resources
- Solicit, schedule, and execute outreach opportunities to raise awareness
- Serves as face of organization at networking events
- Work collaboratively with other departments as needed
- Perform other duties as assigned



QUALIFICATIONS

- Bachelor's degree in communications, marketing, or related field or equivalent combination of education, training and experience in Development
- Experience in event management and fundraising activities preferred
- Strong commitment to the mission of the Food Bank of Northwest Indiana
- Excellent written and verbal communication skills
- Strong presentation and public speaking skills
- Organized, self-motivated and able to work independently
- Excellent organizational skills with the ability to handle multiple tasks and problem solve
- Proven ability to work as part of a team in a collaborative nature
- Previous experience supervising staff
- Experience with hunger relief or other nonprofit organization is a plus, but is not required
- Flexibility to attend evening and/or weekend meetings and/or events
- Reliable access to a vehicle is preferred
- Valid Driver's License with clean record.
- Ability to lift 50 pounds.

COMPETENCIES/SKILLS

- Strong analytical thinking and problem-solving skills
- Ability to delegate tasks and oversee work of others
- Results-orientated and a passion for creativity
- Proficiency with Microsoft Windows and Office environment (Word, Excel, PowerPoint), online applications (Outlook, Office 365), and standard office equipment.
- Experience with donor management software systems and online giving platforms. Salesforce experience preferred, but not required.
- Provides excellent internal and external customer service
- Gives and receives feedback in a respectful and productive way
- Represents FBNWI in a professional manner
- Data entry experience
- Comfortable self-navigating technology tools (software, hardware, platforms, portals etc.)
- Aims for accuracy and high attention to detail

It is the policy of the Food Bank of Northwest Indiana to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex or disability and to promote the full realization of that policy. The Food Bank of Northwest Indiana will assure equal employment opportunities in all personnel actions and procedures including, but not limited to, recruitment, hiring, training, transfer, promotion, compensation and benefits.