

Senior Development Officer- Major Gifts

Northern Illinois Food Bank

St. Charles, IL

About Northern Illinois Food Bank

Northern Illinois Food Bank has been named 2010 Food Bank of the Year by the Feeding America network of Food Banks. Northern Illinois Food Bank (NIFB) acquires and distributes food to an agency network of 537 local food assistance sites to help more than 269,000 people living in poverty in 13 northern Illinois counties, outside of Cook County. NIFB distributes over 34 million pounds of food annually. As a leader in the Feeding America's network, NIFB's strategic objective of making nutritious food more accessible to hungry people is evident in special initiatives that include: Meat Recovery & Distribution, Youth Nutrition Programs, Express Stamps, Advocacy and Mobile Pantries. NIFB supports a diverse workplace that offers opportunities for both personal and professional growth.

Position purpose:

As hunger need continues to grow, the Food Bank must build relationships and secure funding resources to meet expanded food assistance efforts and capital campaign goals. The Senior Development Officer is responsible for cultivation, solicitation, acknowledgment, recognition and stewardship of a portfolio of both existing donors and prospects with a focus of securing gifts and pledges of \$10,000 or more annually. The Senior Development Officer will actively pursue previous individual donors, family foundations and donor advised funds, along with new major gift prospects. In addition, the Senior Development Officer will develop and implement a Planned Giving program.

Duties and Responsibilities:

- Serve as the primary Major Gift manager for a portfolio of current and potential major donors.
- Solicit gifts from major donors and prospects, both independently and working collaboratively.
- Manage and actively participate in planning donor meetings, cultivation activities and solicitations, including preparing the Executive Director, Board President, and other NIFB Principals for meetings.
- Manage donor recognition, cultivation and stewardship programs for major donors.
- Assist with Capital Campaign, including volunteer management and gift solicitations.
- Implement new Planned Giving program.
- Oversee Moves Management program, ensuring that donor information is up-to-date in Raisers Edge and that staff are regularly meeting to discuss donor solicitations.
- Coordinate donor communications.
- Assist with the identification and initiation of major gift fundraising opportunities.

- Assist with developing budget, goals, and performance measures for expanding the major gifts program.
- Monitor and analyze portfolio performance.

Qualifications

- Bachelor's Degree
- Three to five years successful experience in major or planned gift fundraising. Capital Campaign experience preferred.
- The ideal candidate will have a background of raising funds from family foundations, donor advisory funds and individuals.
- The ideal candidate should have successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- Must have excellent interpersonal skills and a demonstrated record of completing assignments.
- Self-starter, energetic and eager to build major donor relationships.
- Proficiency with MS Office and Raiser's Edge.

How to Apply

Send resume and cover letter, along with salary requirements to:

Application Contact

Human Resources

Northern Illinois Food Bank

600 Industrial Drive

St. Charles, IL 60174

Or Fax: 630-443-6916

resumes@northernilfoodbank.org

www.northernilfoodbank.org