



IMMEDIATE FULL-TIME OPENING

Job Title: Development Coordinator, Corporate Relations

Location: Central Pennsylvania Food Bank – Harrisburg, PA

Reporting Relationship: Corporate Partnership Manager

Position Summary: The Development Coordinator, Corporate Relations, is an integral part of the Development team in building a strong base of corporate support and meeting the annual fundraising goals. This position will focus on cultivation, solicitation and stewardship programs for new and mid-level corporate donors and will support all the functions of corporate fundraising. The Development Coordinator, Corporate Relations, will be responsible for maintaining and strengthening cause marketing programs, third party fund-raising events and corporate sponsorships.

Job Accountabilities:

- Develop and implement mid-level corporate donor strategy to meet annual revenue goal. This will include continuously identifying corporate prospects and actively managing a portfolio of mid-level corporate donors.
- Act as representative for corporate donor relations: conducting corporate tours, networking, scheduling site visits and assisting with volunteer opportunities, and other outside engagements. This will include fielding calls for corporate engagement and assessing the appropriate action.
- Act as the liaison for cause marketing programs with companies and retail partners: support participation in cause-marketing campaigns through Feeding America and directly with companies through online and in-store promotion. Analyze outcomes for increasing revenue each year.
- Act as the point person for handling and supporting third-party fundraising events with communications, materials and recognition and assessing and seeking new opportunities in the region. This includes regional third-party events, such as Extra Give and Raise the Region.
- Develop and manage the virtual food drive program: create strategies to maximize success using this fundraising tool and analyze outcomes for program improvement.
- Monitor and implement corporate donor acknowledgements and recognition. Ensure adequate inventory of promotional items; department owner of DipJar.
- Identify, research, and evaluate possible new corporate grant funding; work with grant-writer to complete funding applications and proposals.
- Manage donor information and activity in Raisers Edge: create appropriate reports for tracking portfolio, keep donor information and actions up to date.
- Assist Corporate Partnership Manager in providing support to corporate donors and working with other departments in executing corporate programs.
- Maintain confidentiality in respect of our donors.

Other Duties:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Education and Experience:

Education: A college degree preferred or three to five years' equivalent work experience.

Experience: A minimum of three years' professional customer/sales experience with with track record of maintaining positive customer relationships or at least three years of fundraising experience in a nonprofit organization.

Knowledge, Skills, and Abilities:

- Excellent oral and written communication skills
- Self-directed & highly motivated, capable of working independently and with team members
- Detail oriented and well organized
- Possess high level of integrity; able to handle information in an appropriate, confidential and helpful manner
- Proficient in Microsoft Office, including Word, Excel and Outlook
- Experience with Raiser's Edge or other fundraising software preferred

Supervisory Responsibilities: None.

Physical Requirements or Licenses:

- A valid driver's license with history of a good driving record; access to a viable and dependable transportation are a must.
- Ability to travel that may include consecutive overnight stays, and traveling by car, bus, and airplane.
- Conditions may include working closely with others, working alone, and working protracted or irregular hours.

Excellent benefit package included. Applicants must submit a cover letter, resume and salary requirements by August 16, 2019 to Central Pennsylvania Food Bank, Department of Human Resources, 3908 Corey Road, Harrisburg, PA 17109 or email hrdepartment@centralpafoodbank.org.