

**Job Title:** Philanthropy Officer  
**Department:** Development  
**Reports To:** Leadership Gifts Manager  
**Classification:** Regular, Full Time, Exempt  
**Location:** Concord, CA

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### **Who We Are**

For over 45 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

### **About this Opportunity**

The Philanthropy Officer is one of four positions on the Leadership Gifts Team, reporting to the Leadership Gifts Manager. The position will manage a portfolio of approximately 150 major gift prospects and donors (giving range of \$5000+) and oversee all related processes including the identification, cultivation, solicitation and stewardship of such donors and prospects.

### **Essential Duties and Responsibilities**

- Directly manage a portfolio of 150 donor and donor prospects capable of making a gift of \$10,000+ utilizing major gift best practices.
- Build and maintain relationships to implement strategic solicitation of donors for gifts that reach full philanthropic capacity.
- Develop written cultivation, solicitation, and stewardship plans, utilizing a moves management approach tailored to donor's tier.
- Work closely with senior management to develop strategies and tactics to expand the major gifts program.
- Help train, coach, and inspire board members, executive staff, and other fundraising volunteers in cultivation, solicitation and stewardship of major donors and prospects. Partner with these solicitors to make requests and steward donors.
- Plan and execute cultivation and stewardship events each year.
- Create collateral materials for the major gifts program.
- Manage the planned giving program, including developing a quarterly e-newsletter.
- Conduct prospect research and generate prospect profiles. Prepare written proposals.
- Meet with donors throughout Contra Costa and Solano Counties as appropriate and visit distribution sites at minimum once per quarter.
- Document all interactions and requests (planned, open, and closed) with current and prospective donors.
- All other duties as assigned.

### **Qualifications**

- A minimum of five years of direct experience in fundraising is required. Experience in individual giving, annual fund program, or role with frontline fundraising highly preferred.
- Strong track record of success managing and growing a portfolio of five-to-six figure donors.
- Understanding of the role of Development and Major Giving Program within the context of a nonprofit organization, required.

- Proven track record working in a collaborative team environment with people of diverse backgrounds and circumstances and the ability to develop strong rapport and relationships with stakeholders including donors, volunteers, colleagues, board, and executives at the highest level.
- Experience evaluating processes and making strategic recommendations that increase fundraising success.
- Comfortable attending in-person events and networking with high-net-worth individuals from a variety of backgrounds.
- Significant level of computer proficiency including MS Office and CRM tools; Salesforce experience preferred.
- Strong knowledge of project management principles including development and coordination of plans, communication, collaboration, budget, and time management.
- Ability to develop and use creative and innovative methods and the judgment to know when innovation makes sense.
- Ability to use independent judgment and make sound decisions.
- Excellent written and verbal communication skills; experience writing creative and impactful communication that inspires donors to give.
- Ability to work efficiently in a fast-paced, deadline driven role.
- Ability to work flexible hours, including evenings and weekends, as needed.
- Valid California Driver's license, current insurance and ability to be insured by Food Bank insurance, and personal vehicle. Ability to drive personal car for work related purposes (mileage will be reimbursed at the standard Federal rate)

### **Accountability**

Under general direction. Established processes exist but may modify procedure without specific approval from senior manager. Primary functions are non-routine in nature and require independent decision-making. Plans own work activities; work is then reviewed upon completion. Decisions impact the success of assigned projects and influence achievement of team objectives.

### **Language Ability**

Ability to read, analyze, and interpret general business publications, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

### **Math Ability**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Additional Information**

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties.

**Compensation and Benefits**

This is a full-time, exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$84,453.41 annually.

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning, and culture.

**To Apply**

Please send your resume, cover letter, and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: "Philanthropy Officer". Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano  
Attn: Human Resources  
4010 Nelson Avenue  
Concord, CA 94520**

**FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.**

**We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.**

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

For more information about us, please visit: <http://www.foodbankccs.org/careers>