



**Development Associate**

**Status: Full-Time/Exempt**

**Reports to: Chief Development Officer**

**OUR MISSION:**

**The Chester County Food Bank seeks to create a food secure Chester County. We mobilize our community to ensure access to real, healthy food.** Chester County Food Bank (CCFB) is a county wide, non-profit organization located in Exton, PA and has been in existence since 2009. CCFB works with over 150 agency partners to distribute over 3 million pounds of food annually to 10% of Chester County residents. We provide educational opportunities through programs like Eat Fresh, Fresh2You Mobile Market and Seed to Supper to engage the community in hands on learning experiences.

**POSITION SUMMARY:**

Under the direction of the CDO, the Development Associate assists in the creation and execution of a comprehensive strategy to retain and expand the number of donors to CCFB's annual fund. The Associate actively prospects, cultivates, solicits, and stewards donors to meet the need of o the CCFB. As part of the Development team, this position works collaboratively to support the changing needs of the department including acknowledgments, donor tracking, event management and community engagement.

**ESSENTIAL FUNCTIONS:**

The essential functions include, but are not limited to the following:

- Responsible for identifying and cultivating individual and organizational donors with a focus on retention, recapture, and growth.
- Solicit and acknowledge gifts through personal visits, telephone calls, and coordinated written correspondence in a timely manner.
- Participate at and assist with organizational, educational, and third-party events.
- Create and manage social media appeals on multiple platforms.
- Develop and implement stewardship plans.
- Collaborate with the database manager to ensure timely recording, reporting of gifts and thank you correspondence.
- Remain knowledgeable on all CCFB programs and services to be able to better engage and grow community relationships.
- Develop content in donor messages ensuring message is fresh and consistent.
- Maintain accurate, timely records and contact reports in the database of record to facilitate repeated gifts and establish lifetime philanthropic partnerships.
- Maintain knowledge of current best practices in the field of fundraising.
- Perform accurate data entry tasks in the donor database.
- Complete and submit monthly reports, receipts, and invoices in a timely fashion.
- Perform all other duties as assigned.



Due to the nature of the CCFB programs and services, it is essential that staff be able to perform their essential job functions and consistently meet the qualifications and physical requirements.

**MINIMUM QUALIFICATIONS** (Knowledge, Skills, and Abilities):

- Bachelor's degree and 3+ years of relevant experience (development, sales, customer relations, etc.) or equivalent combination of education and experience required.
- Experience in a non-profit setting preferred; direct experience with fundraising or sales required.
- Proven ability to build relationships.
- Excellent interpersonal skills with proven ability to successfully interact and collaborate with varied constituencies in a professional manner.
- Excellent written and oral communication skills
- Familiarity with social and digital media platforms.
- Ability to apply good judgment and proven responsible decision-making skills; sensitivity and discretion are required to deal with highly confidential donor and prospect information.
- Must be a detail-oriented, self-starter with a demonstrated ability to work independently and manage multiple projects and priorities.
- Possession of a current Pennsylvania driver's license, clean driving record and reliable transportation.
- Working knowledge of electronic mail and calendars, the Windows environment, including Microsoft Word, Excel, PowerPoint, Outlook, Blackbaud Raisers Edge, DonorPerfect, or comparable CRM platform.
- Ability to demonstrate cultural sensitivity and to interact with people of diverse backgrounds.

**WORK SCHEDULE:** This is a full-time exempt, salaried position. The position is primarily M-F but will occasionally require evening and weekend work and hours in excess of 40 hours per week. Work schedule may be adjusted as needed to accommodate busy seasonal times.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:** Most of the year, the work is in an indoor environment, protected from weather conditions but subject to some temperature fluctuations. Periodically during the year, the worker is involved in outdoor activities and subject to temperatures below 60 degrees F and above 80 degrees F. Outdoor elements such as precipitation and wind possible. On occasion, the environment may be noisy and distracting.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Communicating with others to exchange information, instructions, and ideas by means of spoken words, typed or handwritten notes, forms and other work materials, use of a computer, laptop, or other electronic device.



- Lifting: Ability to lift objects that includes moving the objects up to 30 pounds.
- Sedentary work that primarily involves sitting/standing. Particularly for sustained periods of time.
- Moving self in different positions to accomplish tasks in various environments including tight and confined spaces. Moving about to accomplish tasks or moving from one work site to another.
- Other movements required from time to time may include but are limited to: Stopping, kneeling, stepping, crouching, crawling, reaching, pushing, pulling, grasping, and repetitive motion of hand, fingers, and wrists.

**EQUAL OPPORTUNITY:** The Chester County Food Bank considers candidates for all positions on the basis of qualifications and without regard to race, color, religion, gender, national origin, genetic information, age, physical or mental disability, sexual orientation, marital status, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable federal, state, and local laws.

Chester County Food Bank reserves the right to change this job description as conditions change.

**To apply send resume to:** [jobs@chestercountyfoodbank.org](mailto:jobs@chestercountyfoodbank.org)

No phone calls, please.