



EVERY MEAL

FIGHTING CHILD HUNGER

POSITION TITLE: Senior Development Officer, Individual Giving

ORGANIZATION SUMMARY: Every Meal exists to fight child hunger through community and school partnerships. Through our network of community partners, we work hard to get food to kids who live in food insecurity, which means they don't always know where their next meal is coming from. Every Meal strives to make a difference in children's lives by specifically focusing on food "gaps" - the times when the children aren't at school to access the meal programs. We have had tremendous growth in the last ten years, going from serving one school to over 500 distribution sites, but there are still 300,000 kids in Minnesota who don't have enough to eat.

Every Meal develops and supports successful partnerships between sponsoring community organizations and schools in need. This partnership-based model has allowed us to make a broad and sustainable impact in the fight against child hunger, because we believe that it is not a supply problem, but a distribution problem.

MISSION:

Fight child hunger through community and school partnerships.

VISION:

Every Child. Every Meal. TM

VALUES:

- **Relationships:** All our work relies on intentional relationships. We take care of each other and work together to best fight child hunger in our community. At Every Meal, relationships are key to learning, building, and taking action to create an organization and culture that is welcoming, inclusive, and anti-racist.
- **Commitment:** Ambition and drive are fundamental aspects of our mission and program, and we must employ them every day. We recognize that mere adequacy does not align with our mission. To be a dynamic team, we need versatility and a commitment to getting the job done.
- **Thoughtful Communication:** We use thoughtful communication in all our interactions by being timely, informed, purposeful, and on-brand.
- **Positive Impact:** Our actions must deliver a positive and equitable impact on children and the community through measurable results, continuous improvement, and a dignified experience. We always strive for program growth to provide more nutritious, delicious, and relevant meals to more children through community engagement and innovation.

Every Meal intentionally creates a team-focused environment. While our departments and staff have areas they specialize in, we have a regular practice of events and activities that allow our staff to engage in activities outside of their specialties. For example, staff might help set up and facilitate a mobile packing event or talk to donors during a donor event. While these activities don't happen often, they help us all have a more complete perspective on our organization and recognize that we can't feed more children without working together to accomplish our goals.



POSITION SUMMARY:

This position is responsible for securing funds for Every Meal through prospecting, cultivating, soliciting, and stewarding prospective and current individual, family, and foundation donors for increased and sustained giving and involvement. The Senior Development Officer, Individual Giving will develop clearly articulated messages to donors through engaging and effective communications, inspiring partners to invest in Every Meal's mission. The successful Senior Development Officer, Individual Giving will have demonstrated experience cultivating relationships that have resulted in major gifts and a record of success in achieving development fundraising goals. This role requires a passion for people and the transformative power of cultivating relationships with donors to align their interests and passions with giving opportunities while being committed to Every Meal's mission, vision, and values. Every Meal reserves the right to alter job duties at any time, with notice.

KEY RESPONSIBILITIES:

- Model Every Meal core values to all internal and external partners.
- Ensure all position related processes are understood and followed.
- Manage an ambitious, comprehensive major gifts fundraising plan with responsibility for a portfolio of donors, monitoring that plan to reach goals successfully.
- Develop and execute efforts to identify, cultivate, solicit, and steward major gifts from individuals, families, and foundations. This role manages a portfolio of assigned foundation relationships and supports grant writing, proposal development, and submissions as part of the development team's overall grants strategy.
- Create and execute plans for each donor with identified touchpoints and communications; including creating offers, proposals, and asks that represent the donor's interests, passions, motivations, giving history, and preferences.
- Collaborate with the Development Department team members and cross-functional teams to gather needed information such as project details, budgets, and institutional data.
- Lead or support assigned fundraising events, including sponsorship outreach, donor engagement, event planning coordination, and post-event stewardship.
- Work within the CRM system, HubSpot, to document donor information, track donor activities and progress to goal, use research methods to identify and qualify donors, and analyze major gift opportunities.
- Evaluate, innovate, and measure the effectiveness of strategies, initiatives, special events, and overall results for the major gifts fundraising plan.
- Ensure recognition of major donors as per donor wishes and within the guidelines and procedures of Every Meal.
- Provide monthly, quarterly, and annual progress reports.
- Model a consistent commitment to a culture of philanthropy that aligns with Every Meal's mission, vision, and values.
- The above are key responsibilities and do not necessarily include all responsibilities of this role.

QUALIFICATIONS:

- Demonstrated understanding of and agreement to Every Meal's mission to fight child hunger through community and school partnerships.
- Demonstrated understanding of and agreement to Every Meal's values.
- A minimum of 5 years of fundraising experience. Experience in a similar field may be considered.
- Strong demonstrated understanding of and agreement with Every Meal's mission and values.



- Motivated by measurable outcomes with strong sales, marketing, and networking skills.
- Knowledge and experience in major gift processes, principles, and practices, including prospect research and moves management.
- Success in closing donations of \$25,000+.
- Outstanding interpersonal and listening skills.
- Excellent oral and written communication skills.
- Goal orientation and proven track record of successfully meeting revenue goals.
- Knowledge and experience in fundraising events and project management.
- Planned giving knowledge and experience preferred.
- Knowledge and experience with HubSpot or similar CRM preferred.
- Working knowledge of computers, MS Office, and related web tools.
- Able to work effectively with multiple departments.
- Able to take the initiative and prioritize workload.

TRAVEL REQUIREMENTS:

- Be prepared for occasional travel using personal vehicle.
- A clean driving record and regular access to a reliable vehicle to perform work-related business is required.
- Regular access to a reliable vehicle or ability to use public transportation.
- A clean driving record maintained throughout employment.

PHYSICAL REQUIREMENTS:

- Regularly required to stand or sit for long periods of time.
- Ability to use a computer, phone, keyboard and other technology regularly to complete job requirements.
- Ability to push, pull, and lift a minimum of 30 lbs. regularly.
- Ability to bend, twist, and use fine manual dexterity.

SUPERVISED BY: Director of Development

HOURS: Flexible, Monday through Friday, scheduled evenings and weekend events

STATUS: Salary/Exempt, 40 hours per week

ADDITIONAL BENEFITS:

- 5 weeks general PTO, accrual based per pay period
- 10 Paid Holidays
- 16 hours volunteering outside of Every Meal
- 6 Summer Fridays off with pay
- Flexible work environment
- Medical/Dental/Vision Group Benefit Plan
- Video and in-home primary care clinic Eligibility
- Short- & long-term disability
- Organization match of Retirement Plan
- Life Insurance
- Cell Phone Allowance



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Equal Employment Opportunity

Every Meal is an equal opportunity employer committed to equal employment and advancement opportunities for all. Employment decisions at Every Meal are based on community needs, job requirements and individual qualification. People of Color, LBGTQ, Veterans, and those with disabilities are encouraged to apply. Every Meal is committed to achieving a diverse workforce and to the growth and development of individuals from the communities we serve. We are continually working to improve being an organization that is welcoming, accepting, and equitable for those on our team, our partners, and the community, especially the part of our community that is BIPOC and/or traditionally and/or currently marginalized.