



Job Title: Fundraiser/Corporate and Community Relations Coordinator

A Hunger-Free Idaho

Hunger is an every-day challenge for many of our neighbors here in Idaho, and it's The Idaho Foodbank's mission to help feed, educate and advocate for them. We collaborate and perpetually look for ways to strengthen individuals, families and communities. We are an independent, donor-supported, nonprofit organization, and we're proud to say we're the largest distributor of free food assistance in Idaho. From warehouses in Boise, Lewiston and Pocatello, the Foodbank distributes food for millions of meals each year through a network of more than

400 community-based partners across the state. In fact, this past year, we delivered enough food for nearly 16 million meals. We're so fortunate to have a wide variety of people who choose to join The Idaho Foodbank. We have introverts and extroverts, numbers people, word people, visionaries, task masters and more. The consistent thread that seems to weave through us all is that we're all committed to our mission, and we all have each other's backs when it comes to helping one another achieve our goals. We're curious and compassionate people who work hard to make the world a little bit better for someone each and every day.

Classification: Full-Time, Exempt
Reports to: Development Manager
Location: Boise, ID

How do I apply? Read our full job description and apply via [Employment – The Idaho Foodbank](#)

Job Summary:

Corporate and Community Relations is part of the Development Team and responsible for identifying, prospecting, cultivating, engaging and supporting corporate and organizational partnerships, events and promotions that result in increased annual fundraising revenue for The Idaho Foodbank. The position requires that the individual be a self-starter, appreciate teamwork, enjoy a fast-paced, high-energy environment, and be willing to work varied hours and attend off-site events. Capacity to think strategically, as well as creatively, is necessary.

Responsible for effective collaboration of Foodbank staff and management with related external vendors.

Principle Duties and Responsibilities:

- In conjunction with the Development Manager, design and implement philanthropic strategies to cultivate, steward, and increase corporate and community giving from existing and prospective partners.
- Plan, execute, and assess all donor and fundraising activities. Manage a portfolio of accounts.
- Actively manage the day-to-day relationships with donors and prospects through various activities including meetings, phone calls, letters, reports, email, external/internal event attendance, timely responses to donor inquiries and acknowledgement of gifts.
- Act as key spokesperson and/or represent the IFB at various community events and meetings when applicable.
- Research new funder opportunities. Manage and execute appropriate strategies for successful solicitation of new prospects and obtaining new engagement, including bringing in potential and current donors to volunteer and or to tour IFB.
- Develop and oversee new corporate and community fundraising initiatives to raise awareness of IFB's mission. Identify potential partners, envision creative co-branding opportunities, and develop proposals for prospective partners.
- Collaborate with the Development Manager to leverage internal leadership and staff to meet revenue goals. Together with the development team and others, develop and implement strategies and solicitation plans. Provide donor feedback to internal stakeholders and make recommendations to enhance donor relationships.

- Identify and secure corporate sponsorships for events and select IFB programs; participate in the development of collateral materials, print and online publications, as well as recruitment and recognition of donors and event-related sponsorships.
- Provide on and offsite support for IFB events and activities. Ensure each donor's experience with IFB is consistent and high quality. Focus on customer service and stewardship by adopting practices and executing plans in a donor centric way.
- Coordinate the event planning for three major IFB events annually and support events as needed across the state.
- Working closely with the Development Manager, develop and manage a gifts budget, monitor and approve monthly expenses, develop and complete the annual work plan, board reports, forecast revenue and other reports as needed.
- Maintain accurate data in Raiser's Edge for current and prospective corporate and community donors. Track all types of donor engagements, develop reports and monitor program results.

Skills and Experience of the Ideal Candidate:

- Bachelor's Degree in communications, marketing or related field preferred.
- Five years of demonstrated success in non-profit fundraising or development with 2+ years in corporate relations or event management preferred.
- Demonstrated success in relationship management and the ability to increase a donor base.
- Proven track record with implementing moves management concepts, or other fundraising and sales methodologies. Must be familiar with fundraising and development best practices.
- Proven ability in planning and executing fundraising activities, prioritizing prospects, participating in high-level donor discussions, and evaluating various philanthropic programs.
- Effective in gift solicitation, development and delivery of persuasive presentations, and creation of reports that may include technical information.
- Proficiency with a CRM database, preferably Raiser's Edge.
- Proficiency with Microsoft Office including Word, Excel, and Outlook.
- Valid driver's license and access to a personal vehicle.

All Employees

- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

Employment Requirement

- Negative Drug Screen
- Successful Background Clearance

Working Conditions

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give assignments. This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

THE IDAHO FOODBANK IS AN EQUAL OPPORTUNITY EMPLOYER.