



Job Title: Development Manager, Major Gifts

Location: Central Pennsylvania Food Bank – Harrisburg, PA

Reporting Relationship: Senior Development Manager, Individual Giving

Salary Range: \$59,000 - \$68,000/year

Position Summary: The Development Manager, Major Gifts is an integral part of the Development team and will secure funds for the Central Pennsylvania Food Bank (CPFEB) by developing and sustaining authentic relationships with prospective and current major gift donors. They will identify, engage, cultivate, solicit, and steward individual donors to fulfill the donors' interest and passions and advance the Food Bank's mission. This position will engage a portfolio of 100+ donors and prospects and will also manage the stewardship of a select group of planned giving donors. The Development Manager, Major Gifts, will ensure that as many donors as possible are retained and will present opportunities to upgrade giving and involvement, integrating planned giving, campaign and multi-year strategies as warranted. This individual will be responsible for collaborating with all Senior Development Managers, Director of Development, and Executive Director to increase revenue.

EDIB is woven into every department's plan at the Central Pennsylvania Food Bank and a key point of the Strategic Plan because of its direct relationship with the CPFEB's mission. The Development Manager, Major Gifts must be keenly aware of how fundraising impacts the populations served and respect all populations served with dignity. Also, the Development Manager, Major Gifts must be familiar with working in a nonprofit environment, be cognizant of relationship building with all stakeholders including donors, staff, volunteers, and board members, and mindful of equity, diversity, inclusion, and belonging.

Job Accountabilities:

- Manage a portfolio of major donors and prospects through the gift cycle, including the cultivation strategies, solicitations, gift closing, and stewardship.
- Create unique gift and relationship goals for each donor based on giving history, capacity, and interest. Create and faithfully execute a year-round engagement and communication plan for each donor.
- Conduct in-person and virtual donor visits and solicitations.
- Prepare and submit written funding proposals.
- Assist donors with stock, individual retirement account, and donor advised fund gifts, and manage the plan. Work collaboratively with an Individual Giving Coordinator to let donors know about these opportunities.
- Manage year-round stewardship of planned gift donors – those who have notified the Food Bank of inclusion in their estate plans.
- Develop a customized, strategic stewardship and recognition plan for donors that give many times per year and collaborate with members of the Individual Giving team including Planned Giving.
- Work with colleagues across departments (Communications, Operations, and Finance) to obtain accurate program information for use in donor solicitations and impact reports.

- Maintain current, thorough, and accurate donor activity reports. Be a partner in maintaining an organized and accurate database (Raiser's Edge). Generate reports as needed and ensure timely acknowledgment of gifts.
- Work cooperatively and be able to communicate effectively with staff, donors, and volunteers to meet and sustain Food Bank goals.
- Assist in developing annual department plan and budget in conjunction with team.
- Participate in management-level meetings and planning sessions.
- Participate in Fund Development department team meetings.
- Participate in internal committees and workgroups as required.
- Occasionally assist with Food Bank events.
- Perform other duties and responsibilities as assigned.

Other Duties:

- In instances of a federal, state or locally declared emergency, CPFEB is typically considered an essential service and emergency responder; all employees may be called in to perform regular or emergent 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: Bachelor's degree or equivalent combination of job-specific training. Combination of education, experience, and/or training that provides the required knowledge and skills for the position would be considered in lieu of having a degree.

Experience:

- Minimum five years directly related work experience.
- CFRE credential preferred.
- Working knowledge of donor database systems, preferably Raiser's Edge.
- Previous work experience in a non-profit business environment preferred.

Knowledge, Skills, and Abilities:

- Passionate about working for an organization that values and promotes equity, diversity, inclusion and belonging (EDBI). Willing to embrace the food bank's EDIB journey.
- Passion for the Food Bank's mission and core values.
- Ability to understand and work with the diverse dynamics of a non-profit as well as multi-cultural populations.
- Abide by the CPFEB's values and appropriate business ethics at all times.
- Work independently as well as part of a high-performance team and be a strong team player.
- Ability to organize work, set priorities, exercise independent judgment and to demonstrate flexibility in balancing the needs of the department.
- Must provide excellent attention to detail and accuracy with the ability to plan, prioritize, take initiative, resolve problems, meet deadlines and multi-task.
- Must be reliable, with high integrity and strong work ethic.
- Ability to provide excellent internal and external customer service.
- Able to present a professional demeanor under a variety of conditions.
- Must have strong verbal, written, analytical, time management and organizational skills.
- Must be able to maintain confidentiality.

- Ability to speak in front of large groups.
- Ability to work both collaboratively and independently.
- Ability to work evenings, early mornings, and weekends as the job requires.
- Ability to always abide by the CPF's values and appropriate business ethics.
- Exhibit strong verbal, written, analytical, presentation, planning, time management, and organizational skills. Ability to write, edit, and proofread correspondence and presentation materials for accuracy and style.
- Possess effective negotiation and problem-solving skills.
- Knowledge of the organization's computer software and systems, including Microsoft Office Suite, department-specific software systems, telecommunications, and internet applications.
- Ability to attend departmental and all-staff meetings as directed, staying informed of ongoing changes in departmental and overall organization.
- Ability to operate standard office equipment (machines, tools, and devices) used in performing only the essential function include computer and related equipment, typewriter, calculator, photocopier, fax machine, and telephone.

Supervisory Responsibilities:

- May directly supervise employees.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, training, planning, assigning, and directing work, addressing complaints, and resolving problems.

Physical Requirements or Licenses:

- This position has the ability to work remote, in-office or hybrid at the discretion of the Director of Development or based on the needs of the organization.
- A valid driver's license with history of a good driving record.
- Ability to travel within a 27-county area (personal vehicle required – mileage reimbursement provided).
- Ability to travel that may include consecutive overnight stays, and traveling by car, bus, and airplane.
- Conditions may include working outside in inclement weather, working closely with others, working alone, and working protracted or irregular hours.
- Must be able to occasionally lift and/or move up to 15 pounds.
- The work environment is typically quiet.

The successful applicant will be positive, self-motivated, detail-oriented, and reliable. They will take joy in building authentic and trusting relationships with both philanthropic individuals and colleagues, working with others to build momentum and share success.

The selected applicant will join a collaborative, values-driven, dynamic team that derives joy from the work and is passionate about resourcing the work to end hunger and its root causes. We hold the core belief that philanthropy should be accessible to all facets of our community and define our work as the art of facilitating love of community.

The Food Bank's work culture is progressive, forward thinking, and equity minded. Staff have the opportunity to fully develop their potential in a variety of ways. As organizational leaders, in shaping programs and advocacy efforts and in working towards a future where no one should be hungry.

Applicants must submit a cover letter, resume and salary requirements by Friday, September 2, to Central Pennsylvania Food Bank, Department of Human Resources, 3908 Corey Road, Harrisburg, PA 17109 or email hrdepartment@centralpafoodbank.org or stop by our offices to complete an employment application. Excellent benefit package included.

We are a proud to be an equal opportunity employer and seek to bring our values of equity, diversity and inclusion to our hiring process. Beyond our commitment to non-discrimination, we encourage applications from applicants who can contribute to the diversity of our organization and who have lived experience of inequity.