



Greater Lansing Food Bank (GLFB) is seeking an individual to fill the role of **corporate & community giving specialist**. As a member of a highly collaborative philanthropy team that raises more than \$5 million annually, this position will directly contribute to developing, managing and executing annual giving strategies that promote long-term corporate engagement as well as manage GLFB event sponsorship and fundraising for optimum revenue results. This role will have special focus on developing relationships with corporate supporters who want to aid in the success of GLFB's mission. A passion for our mission of feeding people who are in need is important for a fulfilling work life.

This is a full-time (40 hours weekly), non-exempt position located in Bath, MI. Work hours are generally during normal business hours, Monday through Friday, with occasional evening and weekend hours required for events or donor engagement needs.

Position Details

Date: May 2024

Title: Corporate & Community Giving Specialist

Classification: Non-Exempt

Reports to: Chief Development Officer

Location: Bath, MI

ESSENTIAL FUNCTIONS

Corporate Partnership Development

- Manage a wide-ranging group of mid-level corporate partners who donate annually through general donations, event sponsorships and in-kind auction items
- Build relationships that increase year-round engagement and overall partnership of corporate donors and volunteers
- Create and maintain donor recognition structures and opportunities for corporate donors and sponsors
- Collaborate with development team on overall fundraising goals and donor stewardship touchpoints
- Develop, prepare, and maintain sponsorship proposals and reports for new and existing sponsors
- Cultivate new corporate partners whose philanthropic goals align with GLFB's

Community Engagement

- Main point of contact for business and community members looking to fundraise for GLFB through food or fund drives and 3rd party events
- When appropriate, represent GLFB at third-party fundraising events or food drives

Events

- Manage overall event logistics for annual Empty Plate and Empty Bowls events; support Empty Plate committee and chief development officer in securing sponsorships; collaborate with development team on all event components
- Plan and execute securing new and recurring in-kind donation items for the annual Empty Plate auction
- Collaborate with philanthropy team on planning varying stewardship events and managing logistics
- Solicit corporate event sponsorships for organizational events such as: annual Garden Tour, volunteer appreciation week, etc

OTHER FUNCTIONS

As a member of the philanthropy team, you should be prepared to assist with ongoing fundraising components such as: seasonal appeals, thank you letters, digital fundraising efforts, gift processing and donor recognition. You may also be asked to assist other departments with tabling events, resource fairs and food distributions when necessary.

QUALIFICATIONS

- Bachelor's degree or equivalent experience
- 2+ years results-driven experience in a fundraising, sales or other relationship building role
- Familiarity with the local business community
- High level of organization and ability to manage multiple simultaneous project timelines
- Critical thinking and creative problem solving
- Ability to properly represent the organization and network in the community

- Ability to work under pressure and time constraints
- Ability to make appropriate decisions during donor meetings and follow through as necessary
- Flexible and adaptable in order to work effectively with diverse working styles; able to collaborate interdepartmentally
- Clear communication of needs to collect information needed from various sources
- Ability to write clearly and concisely incorporating both quantitative data and compelling stories

Compensation and Benefits:

GLFB offers a competitive compensation package, including paid medical/dental/vision insurance, 401k, vacation leave, sick leave, and paid holidays.

To apply

Please send cover letter, resume and salary requirements to Rebecca Kline, human resources manager, at rebecca@glfoodbank.org . For additional information, please visit www.glfoodbank.org. Position remains open until filled. EOE. No phone calls please.

About Greater Lansing Food Bank

Founded in 1981, Greater Lansing Food Bank is a highly visible non-profit organization that provides food assistance to individuals and families in need in Ingham, Eaton, Clinton, Shiawassee, Clare, Isabella and Gratiot counties. Food is distributed through an extensive network of food pantries, shelters, community kitchens and mobile distributions throughout the seven-county service area.

GLFB is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status and other characteristics that make our employees unique.