



## SECOND CHANCE FOODS

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*Elevating the health of people and planet.*

Are you ready to apply your talent in donor acquisition, solicitation, cultivation, and stewardship to an innovative nonprofit? The Individual Giving & Events Officer position with Second Chance Foods is an opportunity to make a real impact in your community and to learn and grow in your own career development!

### **About Second Chance Foods**

Second Chance Foods works to restore dignity, provide true nourishment, ensure food justice and build community in hunger relief. We are deeply concerned about global sustainability and work to mitigate food waste, localize our food system, and responsibly handle non-edible food and packaging through feeding animals, composting and recycling. We are a Putnam County, NY-based food rescue organization whose innovative model connects the fresh, healthy, available food in our area to people who need assistance - before it goes to waste.

### **About the position**

The Individual Giving & Events Officer (IGO) will work with current donors and expand the pipeline of individual donors. Being a key member of the Second Chance Foods Team, the IGO will implement donor acquisition, solicitation, cultivation, and stewardship plans to increase annual revenue from individuals. The IGO will support Second Chance Foods' current annual operating budget of \$350,000 and grow it over the next three- to five years in support of our current strategic vision. More than half of this budget comes from individual donors. In addition, the IGO will oversee an event committee made up of key stakeholders to design, manage, and facilitate the annual Harvest Celebration, including securing auction items, selling tickets, managing volunteers, and acting as the event lead. The IGO will also produce smaller fundraising events throughout the year for donor cultivation. Reporting to the Executive Director, the Individual Giving & Events Officer will work in close collaboration with the entire team and the organization's Board of Directors.

### **Major Duties and Responsibilities:**

- Being a key member of the Second Chance Foods' Team, the IGO will implement donor acquisition, solicitation, cultivation, and stewardship plans to increase annual revenue from individuals
- Directly manage and implement strategies to identify, solicit, steward, cultivate and increase the pipeline of existing and new individual donors

- Develop and manage a portfolio of existing prospects with the potential of raising major gifts and deeper engagement with the organization.
- IGO should plan to host weekly meetings or scheduled phone calls with major donors or prospects
- Event planning - both a larger annual Harvest Celebration event as well as smaller donor cultivation events

### **About you**

We are eager to review applications from candidates from a variety of backgrounds and experiences who are passionate about our mission and motivated by the idea of joining a hands-on and growing organization. At a minimum, we are seeking candidates who:

- Three or more years of experience of successful, proven fundraising experience with a focus on individual donor fundraising with a Non-Profit organization
- Demonstrate a commitment to our core belief that access to nourishing food is a human right.
- Documented success in personally implementing sophisticated cultivation and acquisition strategies that use relationship-building, leading to deeper forms of engagement and successful gift closures
- Demonstrated understanding of giving trends related to cultivating major gifts and general philanthropic trends: preferred knowledge or familiarity with the Lower Hudson Valley Area fundraising landscape.
- Experience designing and producing nonprofit events and fundraisers.
- Possess excellent verbal & written communication skills
- Live within commuting distance to Putnam County, NY in order to enable in-person meetings with supporters and staff. Most work will be done remotely in your own home.
- Are tech-savvy and experienced with managing and maintaining CRMs and basic digital communications tools. Knowledge of and experience with Bloomerang, DonorSearch, WordPress, Zen Kit, Google Workspace are all a plus.

### **Compensation:**

This is a part-time, non-exempt, position paying \$40 per hour.

Though we are currently unable to offer benefits, we offer a flexible hybrid work environment and schedule and a generous paid time off policy of 8 hours of PTO for every 48 hours worked to be used at your discretion for vacation, sick time, and personal days.

### **Application process:**

- Please send cover letter & resume to: [Info@secondchancefoods.org](mailto:Info@secondchancefoods.org). Please also share one example of written communication from your professional portfolio.

- We will reply to all candidates. If you are invited to interview with the Executive Director, we will share some sample interview questions in advance so you have time to think & reflect. We invite you to also forward questions to us so we can reply in the most thoughtful way possible.
- For applicants who advance, there will be two additional interviews: one with a member of the Board of Directors and one with an additional staff member. We want to ensure good working relationships throughout the organization.
- We will review applications on a rolling basis until the position is filled.

***Second Chance Foods actively upholds the following as human rights:***

- All peoples have the right to inclusion, opportunity, and equitable treatment without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.
- All peoples have the right to self-determination. They freely determine their political status and freely pursue their economic, social, and cultural development by virtue of that right.
- No person shall be subject to coercion that would impair their freedom of thought, conscience, or religion.