



APPETITE FOR CHANGE JOB DESCRIPTION

Position Title	Development Facilitator
FLSA Status	X Exempt <input type="checkbox"/> Non-exempt
Reports To:	Development Director
Supervises:	not applicable
Salary:	\$37,500

SUMMARY

The Development Facilitator is responsible for assisting in and supporting fundraising operations within Appetite For Change. The Development Facilitator will support the overall development strategy and AFC’s internal fundraising structures by contributing to the donor database maintenance, ensuring financial compliance, backstopping AFC’s public inquiries to the fundraising department, supporting events, and advancing AFC’s fund development efforts. The Development Facilitator is responsible for development administration, prospect research, and support of solicitation and stewardship cycles. The Development Facilitator plays an important role by providing support to the Fund Development team and participating in all fundraising activities including donor relations, communications, appeals, grant seeking, and events. The Development Facilitator works closely with development managers and other staff members to identify potential sources of donations and track the progress of fundraising campaigns. Additionally, the Development Facilitator will liaise with the Communications team and other colleagues across the organization to steward and advance the mission of Appetite For Change.

PRIMARY RESPONSIBILITIES

1. Donor Database Maintenance
 - a. Update and maintain the donor database (Salesforce) on a daily basis.
 - b. Manage the gift acknowledgement process and ensure timely, accurate gift receipts and impeccable administration of donor and funder acknowledgement letters. Assure that all types of donations (cash, pledges, matching gifts, grants, in-kind donations, campaign pledges and gifts, and planned gifts) are properly documented.
 - c. Administer and ensure timely recognition of gift memorials and “in honor of” documentation and communications.
 - d. Administer matching gifts documentation, maintain records, and ensure accurate and timely processing of matching gift opportunities.
 - e. Ensure data integrity through accurate data entry and ongoing clean-up efforts.
 - f. Provide support in generating lists and reports for Development staff and greater Advancement team as needed.

2. Fund Development Support
 - a. Triage and track prospective connections (inquiries) for Development to ensure timely and appropriate response to inquiries.
 - b. Manage the giving[at]afcmn.org email account and ensure timely response to communications and

appropriate action to requests and inquiries.

- c. Support the Development team in donor reporting and research; develop and maintain tracking systems as needed.
- d. Provide support for third-party fundraising.
- e. Assist with applications for donations from businesses and other organizational funders.
- f. Assist with the writing and editing of appeals, acknowledgements, donor news, reports, and proposals.
- g. Communicate with donors in person, on the phone, and by email.
- h. Process incoming and outgoing mail.
- i. Provide support to executive leadership related to Advancement as needed and under the direction of the Vice President of Advancement.
- j. Provide administrative support to department meetings, including the creation of weekly L1 agendas and other related materials. Provide administrative support to the Advancement Committee of the board of directors, including support in creating agendas and assembling meeting materials for distribution to committee members.
- k. Generate clear, action-oriented meeting notes for the department and for the Advancement Committee.

3. Grants Support

- a. Support the Grants Manager in the grant writing and submission process. Including, studying requests for proposal (RFPs), summarizing information on grant opportunities, determining and organizing the elements of grant applications, creating grant application templates, reviewing application deadlines, and attending meetings as needed.
- b. Maintain an accurate and comprehensive calendar of grant deadlines and opportunities in Salesforce.
- c. Support Grants Manager in writing letters of inquiry, concept notes and grant proposals for resource mobilization.
- d. Conduct research as directed on various topics and prepare materials as requested.
- e. At the direction of the Grants Manager, provide administrative support to gather relevant information to draft high quality grant applications and program reports.
- f. Support the Grants Manager in fulfilling grant reporting requirements. As needed, draft templates for grant reports in compliance with grant agreements and gather information as directed to provide administrative support in the grant reporting process.
- g. Support the Grants Manager in drafting progress reports as per grant agreement requirements.

4. Prospect Research

- a. Work with the Development Director to enact and maintain systems for identifying, evaluating, and tracking prospect information. Including individuals, foundations, corporations, government agencies, and other prospective funding sources.
- b. Assist in all aspects of proactive research, including discovery of potential prospects, research, and rating.
- c. Monitor, gather, and evaluate prospect data from various electronic and print sources.
- d. Prepare accurate research on prospects and assemble materials for cultivation and solicitation visits.

- e. Participate in Prospect Management meetings with development managers, providing research information to assist development staff.

5. Events

- a. Under the direction of the Development Director, support the events strategy for Development. Work with staff and volunteer leadership to assist with planning, coordinating and implementing events designed to raise funds for and to promote community awareness of Appetite For Change.
- b. Assist with planning, implementation, and production of fundraising events including vendor relationships, budgets, print and digital materials, and event logistics. May coordinate activities related to event program.
- c. Work with development staff to identify, cultivate, solicit, and steward appropriate event sponsor prospects with an emphasis on maximizing revenue through events. Create and update prospect or donor records in the contact management system (Salesforce).
- d. Liaise with the Communications team to develop materials related to events including external communications, digital and printed event materials, and event scripts.
- e. Support the production of virtual events and embrace an enthusiasm for creative use of technology to engage donors and prospects in meaningful ways.
- f. Collaborate with various colleagues in the organization to ensure successful events.

SECONDARY RESPONSIBILITIES

1. Carries out any additional assignments required to fulfill the Mission of Appetite For Change as needed by management.
2. Follow all procedures and policies, ensuring that data integrity and security is maintained.
3. Maintain data security and confidentiality.

JOB SPECIFICATIONS

Desired not Required Education and Experience

- Associate's or bachelor's degree in a related field.
- A minimum of one year experiencing a nonprofit fundraising cycle in an administrative position.

Knowledge, Skills and Abilities

- Perform complex administrative duties, with little supervision, exercising confidentiality, independent discretion, and judgment.
- Detail oriented, self-motivated and comfortable working in a small, collaborative team environment.
- Excellent verbal and written communications skills and stellar attention to detail.
- Proficiency in Google Suite applications, Microsoft Office Suite, Database management experience – Salesforce preferred

- Experience in MailChimp desirable
- Experience working with diverse communities
- Interest in food, nutrition, and social justice
- Excellent time management skills, with an ability to handle multiple projects and to meet deadlines. Excellent organizational skills and judgement, including ability to juggle multiple tasks and respond rapidly to new events and competing priorities.
- A self-starter, data and deadline driven, and ability to multi-task with solid organizational and time-management skills.
- Ability to present information concisely and effectively, both verbally and in writing.
- Project management and organizational skills, attention to detail, ability to work independently as well as collaboratively with a team.
- Proficient in accessing Internet based research materials.
- Capable in conducting, processing, and reporting research.
- Appreciate the long-term impact of the programs and activities of Appetite For Change.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB

Incumbent must be able to:

- Work at a computer, on telephone, at a desk for extended periods of time.
- Able to perform computer keyboarding.
- Able to perform data entry, detailed data review, and database maintenance with focused attention for extended periods of time on a daily basis.
- Able to lift materials up to 25 pounds in weight (print materials in boxes, equipment, and other job related items).

TOOLS AND EQUIPMENT USED

Incumbent must be able to:

- Computer, copier, printer, postage machine, telephone, scanner, facsimile machines.
- Digital camera, projector, and related equipment.

WORK ENVIRONMENT

- Our teams have diverse responsibilities. The Development Facilitator is a part of the Advancement Team which is currently working remotely during the pandemic. Your desk could be in any number of places. We need you to be in a place with reliable cell phone access and high speed internet.
- Infrequent work is performed at AFC outdoor agricultural fields and an outdoor farmer’s market.

- Requires occasional travel (less than 10% of time) outside the office. Traveling may be for conferences and training, or other AFC-related events and activities.
- Generally available to work 40 hours per week, via phone/Zoom/email. We are very flexible for caregivers who might need to provide rides, support, attend appointments or be available for caregiving. We also need you to be working when engagement is at its peak.
- At Appetite For Change people of color and white folks, people across spectrums of masculinity and femininity, partner using food as a tool to build health, wealth, and social change in North Minneapolis. We bring people together to learn, cook, eat, and grow food, creating change that lasts.

To Apply

- Email jobs@afcmn.org 2-3 paragraphs (not attached, write in the body of the email) telling us why you are interested in this position and how you believe you meet the qualifications. By paragraph we mean a set of 3-7 sentences, meaning we expect the length of the email to be no longer than 21 sentences. You will not receive more or less consideration because of a shorter or longer email. DO NOT send us a cover letter. In this process we are looking for someone that pays attention to detail and follows direction. If you send a cover letter, this will be considered not following directions.
- Resume as an attachment (as a .doc, .docx or .PDF) OR link to your LinkedIn profile. We do not have a strong preference on which one. You will not receive special consideration for sending both. Our aim is to understand where you have worked before and the types of roles you have had. Maybe you’ve been an account executive at an ad agency, maybe you’ve been a project manager for hire, maybe you’ve worked in operations or HR and are passionate about process, maybe you’ve worked in a call center – we are open and interested in hearing from folks across the spectrum of experience and industry.
- Black, Indigenous, Asian Pacific Islander, Middle Eastern/North African, Women, LGBTQIA2S (i.e. lesbian, gay, bisexual, transgender, queer, intersex, allied, Two Spirit) people are strongly encouraged to apply. We will not close the search until the candidate pool is 75% People of Color.

ACKNOWLEDGMENT

I have reviewed this job description and understand that this job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks and employees are expected to continually assess where their assistance would benefit their coworkers and the organization and step in to fill those gaps. Management reserves the right to revise and update job descriptions at any time.

Employment at Appetite For Change is “at-will” meaning either you or the Company may terminate your employment at any time.

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date