

POSITION SUMMARY

The Fundraising and Outreach Manager (FOM) is responsible for successfully accomplishing the mission and vision of Somerset Community Food Pantry (SCFP) while effectively meeting the needs of clients and key stakeholders. The FOM is responsible for achieving the board-approved strategic plan and operating targets. FOM is accountable for achieving key goals in areas including, but not limited to, financial, development, service to stakeholders, operational efficiencies, Board of Director (BOD) engagement, and volunteer staffing. This part-time position is hired by and reports to the BOD.

RESPONSIBILITIES**1. Planning****a. Organizational planning to present to the board for approval:**

- i. Develop and implement action plans to achieve long-range fundraising and outreach goals and prepare performance reports on progress
- ii. Develop Annual Operating and Financial plans aligned to strategic plan and action plans
- iii. Partner with BOD to develop mission and strategic plan, and recommend updates as needed

2. Board of Directors Engagement**a. Board Meetings:**

- i. Attend board meetings (except specific executive sessions)
- ii. Contribute expertise, insights, and advice to the Board in board meetings and other venues
- iii. Share timely information, including good and bad news, to keep Board well informed and educated
- iv. Follow-up to ensure implementation of Board decisions
- v. Partner with the Board of Directors to:
 1. Plan agenda for Board meetings and identify required information
 2. Keep all Board members engaged in the work of the organization
 3. Utilize Board members' knowledge, skills, and interests
 4. Work together in a climate of mutual respect, trust, and professionalism

b. Board Committees:

- i. Attend appropriate committee meetings
- ii. Function as a consultant to board committees

c. Board Member Recruitment and Development:

- i. Assist in identifying, recruiting, and cultivating new Board members
- ii. Partner with BOD to orient and develop Board members

d. Board Evaluation and Monitoring:

- i. If requested, together with the Board of Directors, participate in Board evaluation with timing determined by Board
- ii. As appropriate, assist in the Board assessment and follow up

e. Oversight and Monitoring:

- i. Provide regular and objective monitoring reports to the Board

3. Pantry Operations: Collaborate with Pantry Manager, Assistant Pantry Manager and BOD**a. Program Management:**

- i. Develop annual program outcomes and goals
- ii. Assess stakeholder needs
- iii. Evaluate products, services, and programs and develop program changes, including which programs to maintain, expand, reduce, add, or eliminate
- iv. Develop policies for meeting shoppers/customers/clients' needs with respect and accountability

b. Financial Management:

- i. Prepare and propose annual budget
- ii. Manage programs according to Board-adopted budget guidelines and financial policies
- iii. Manage organizational resources effectively
- iv. Prepare material and work cooperatively with auditor as requested
- v. Develop financial policies and internal controls
- vi. Partner with the Board of Directors to:
 1. Select an auditor
 2. Ensure the Board receives accurate and complete financial information

c. Fundraising and Development:

- i. Develop and implement a fundraising/development plan/calendar within the guidelines set by the Board to ensure key preparation tasks are defined and completed in a timely manner
- ii. Develop policies and procedures on donor management including documentation of names of donors, addresses, and other relevant donor information in spreadsheet to track and acknowledge Thank –You notes
- iii. Document and prepare contact list to assist with fundraising activities including tracking phone calls, management of Facebook, SCFP Webpage, newspapers announcements as appropriate
- iv. Manage grant process including research, submission, and create/maintain grant documentation including spreadsheet of budgets, balances, and timeline for deadlines for said grants
- v. Solicit and coordinating donor appeal to local businesses, civic organizations and individuals
- vi. Involve Board in fundraising
- vii. Partner with the Board of Directors to:
 1. Align target contribution levels with strategic objectives and program goals
 2. Develop corporate, individual, and community funding sources
 3. Develop and maintain relationships with donors
- viii. Lead the preparation of brochures, posters and other material that tells the story of the pantry and defines the needs

d. Volunteers:

- i. Train, develop, and retain quality volunteers
- ii. Develop volunteer policies and procedures
- iii. Support and motivate volunteers in achieving the work of SCFP
- iv. Assist with development of a succession plan for key volunteers

e. Stakeholder Relations:

- i. Manage PR/communications and community relations, and serve as official spokesperson
- ii. Develop strategic alliances and collaborations
- iii. Develop and maintain relationships with stakeholders
- iv. Partner with the Board of Directors to be an ambassador for SCFP

f. Policy and Compliance:

- i. Recommend new or revised policies for Board approval
- ii. Provide support for Board policymaking
- iii. Ensure implementation of Board policies
- iv. Comply with all state and federal guidelines
- v. Partner with the BOD to:
 1. Develop Board policies to guide and protect the organization, Board, staff, and volunteers
 2. Develop policies to ensure compliance with all state and federal guidelines

PROFESSIONAL DEVELOPMENT

1. Attend workshops, classes, conferences, and other training sessions to stay current on the skills and industry trends needed to perform role. Costs associated with professional development may require board approval.

KNOWLEDGE, SKILLS, AND ABILITIES

1. High degree of client/customer focus
2. Ability to foster productive working relationships with variety of stakeholders, including clients, partners, Board, staff, etc. Includes effective written and verbal communications
3. Ability to develop and implement strategic plans
4. Ability to build and inspire a high-performing team of volunteers
5. Effective delegation skills
6. Ability to influence and drive change and communication inside the organization and with external stakeholders
7. Strong decision-making skills and results orientation, including the ability to make timely, sound decisions that align with the organization's values and priorities
8. Experience in fundraiser collaborating with corporations, businesses, churches, schools, civic organizations, and individuals
9. Desirable to have grant writing skills and ability to oversee grant processes
10. Must be able to maintain confidentiality
11. Keep working area neat, clean and organized
12. Be able to lift 50 lbs.