

# The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



## DEVELOPMENT COORDINATOR

PHILADELPHIA, PA

The Food Trust is a nationally recognized nonprofit dedicated to ensuring that everyone has access to affordable, nutritious food and information to make healthy decisions. Headquartered in Philadelphia, The Food Trust works with neighborhoods, schools, grocers, farmers and policymakers in the city and across the country to develop a comprehensive approach to improved food access that combines nutrition education and greater availability of affordable, healthy food. More information about The Food Trust is available at [www.thefoodtrust.org](http://www.thefoodtrust.org).

### POSITION SUMMARY

The Food Trust is seeking an enthusiastic Development Coordinator to join Food Trust's Development Team, with a focus on individual giving and special events. The Development Coordinator provide support for developing and maintaining corporate sponsorships, coordinate and support grant proposal and report writing, and also will assist with additional funder cultivation efforts.

### ESSENTIAL FUNCTIONS

Coordinate logistics for corporate sponsors at The Food Trust events, including Night Market and farmers markets:

- Cultivate relationships with existing sponsors to ensure that they receive sponsorship benefits (e.g., tabling at markets, social media), as outlined in their contracts.
- Troubleshoot logistical issues that may arise with providing sponsor benefits.
- Work with the Finance Department to ensure invoices are process in a timely manner.

Provide support for The Food Trust's fundraising events:

- Assist with procurement and coordination of silent or live auction donations.
- Support The Food Trust fundraising and "friend-raising" events (e.g. Uncorked for Kids Wine Auction, Walk Against Hunger, etc.).
- Coordinate special event and campaign participation requests from outside partners.
- Attend and support partner and department meetings.

Conduct donor research and cultivation to identify new corporate sponsors, funders, and individuals:

- Vet potential funder leads (e.g., corporations, foundations).
- Conduct market, database and online research to identify prospective funders to cultivate.

Coordinate individual donor development process:

- Enter current or prospective donor information into donor-management system.
- Organize and coordinate thank you letter process for individual donors and other funders, end-of-year card mailing to supporters, and logistics for funder visits.

Assist with updates, reports and other communications:

- Help draft monthly board updates and quarterly reports for The Food Trust's board of directors.
- Assist with coordination and tracking of grant proposals and reports.
- Provide support for drafting or submitting proposals and reports.

*The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation*

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong interest in developing partnerships and funding support for work related to food justice, health equity, sustainable food systems, and/or community engagement and development.
- Previous experience with nonprofit fundraising and grant writing is a plus.
- Strong written and oral communication skills are required.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
2. The employee will spend a majority of time sitting at a desk working at a computer workstation keyboarding and performing routine clerical duties.
3. The employee must occasionally lift and/or move up to 25 pounds.
4. Operate related office equipment and use necessary tools.
5. Primarily work seated at a computer workstation with frequent use of a keyboard.
6. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.
2. Although work is primarily indoors, you will be required to travel outside to The Food Trust locations/special events.
3. Position may require occasional trips to attend conferences seminars, and meetings.
4. May require working non-traditional hours based on operational needs.

## **EXPERIENCE, EDUCATION, AND LICENSURE**

At least two-years related experience in community-based settings and/or non-profit organizations. BA/BS degree from an accredited college or university is required.

**SALARY/PAY RATE:** COMPETITIVE

**EMPLOYMENT CATEGORY:** FULL TIME

**JOB OPEN DATE:** IMMEDIATELY

**TO APPLY:** Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference “Development Coordinator” in the subject line. Please do not call.