



AURORA AREA INTERFAITH FOOD PANTRY

Development Assistant

Job Description

Overview:

For 40 years, Aurora Area Interfaith Food Pantry has helped reduce food insecurity and their negative impact on the individuals who experience it and the community as a whole by making nourishing food accessible to anyone in need in a humanitarian and compassionate manner. Food is currently available at our drive-through distributions as well as through several special programs that address the needs of low-income school children and senior citizens. We will soon re-open our client-choice pantry inside and welcome our neighbors back indoors. Aurora Area Interfaith Food Pantry provides value-added services to its clients through collaborations and partnerships with leading businesses, nonprofit organizations, churches, service organizations, and schools.

DEPARTMENT – Development

DIRECT REPORTING –Development Assistant

WORKS CLOSELY WITH – Senior Director of Development, Senior Director of Finance and Data Management, Director of Communications

POSITION STATUS & SCHEDULE – Part-Time, 20 hours a week, with some evenings, weekends, and holidays.

POSITION SUMMARY – As a member of a dynamic Development Team, the Development Assistant is responsible for assisting the Senior Director of Development in all aspects of raising individual, grant, foundation, and corporate funding for the Aurora Area Interfaith Food Pantry (AAIFP). This position manages our donor database and works with the Development Team to evaluate data from past and current donors, past fundraising efforts and helps to develop strategies accordingly. The Development Assistant executes all donor acknowledgement from email and letters, to donor recognition signage, etc. The Development Assistant collaborates with AAIFP team to plan and execute fundraising events.

Requirements/Skills:

- Bachelor's Degree required; related Development work experience preferred.

- Three or more years of relevant experience in a non-profit environment; specifically, a Development Department soliciting gifts and planning events.
- Records management experience including online fundraising management software.
- Adept at managing multiple projects, highly efficient, organized, and excellent time manager.
- Outstanding organizational and customer service skills
- eTapestry/Blackbaud experience preferred
- Excellent writing and communication skills
- Proficient in all Microsoft Office Suite
- Excellent written and oral communication skills
- Experience working with grants and foundations
- Self-starter who is able to work independently as well as collaborate with professional and volunteer leadership
- Ability to work under pressure while keeping a sense of humor
- Goal-oriented, creative, and strategic thinker
- Familiarity with and passion for Aurora community
- Strong interest in equity, diversity, and inclusion
- Must be available for regular in person contact with donors and potential donors.

Job Duties

- Collaborate with Senior Director of Development and Director of Communications to prepare all communications materials for direct mail, email, phone, social media, and web.
- Coordinate with colleagues, key stakeholders, and vendors to meet project deadlines.
- Use data analytics to inform strategies and evaluate performance.
- Manage donor database for portfolio management, ensuring all activities and communications are tracked accurately and recorded promptly.
- Oversee the acknowledgment, stewardship, and recognition of all donors; personally acknowledge all gifts from assigned prospects.
- Respond to donor inquiries in writing, in person, by phone, etc.
- Recruit, train, and manage volunteers in activities that support giving, event giving, and donor engagement.
- Manage processes for creating distribution lists including newsletters, the annual report, holiday cards, birthday cards, event invitations, and solicitations
- Research grant opportunities
- Assist in creating accurate monthly, quarterly and annual revenue forecasts.
- Work with Development team to manage and implement fundraising events
- Gather grant reporting data
- Draft invitations to events and for follow up letters to donors.
- Develop proficiency in all aspects of eTapestry
- Work with Communications Director to manage development data on website
- Manage donor recognition
- Assist with fundraising events throughout the year
- Record all donations in eTapestry in a timely and accurate manner

In addition to the duties and learning objectives listed above, AAIFP expects the following of each employee: adheres to AAIFP policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets productivity standards; participates in AAIFP events as needed or required; and completes other duties as assigned.

HOW TO APPLY: Please submit a cover letter and resume to Katie Arko: karko@aurorafoodpantry.com

The Aurora Area Interfaith Food Pantry is an Equal Opportunity Employer committed to creating a diverse and inclusive environment, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or familial status, veteran status, or any other characteristic protected by law. AAIFP encourages people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, people with disabilities, veterans, and others who are eager to help us achieve our vision of a diverse and inclusive community.