

Job Posting
Business Giving Manager
Helena Food Share
Helena, MT



Helena Food Share Position Description:

Position: **Business Giving Manager**
Hours: **20 hours per week, Monday – Friday**
Evenings and weekends may occasionally be required for this position

Compensation DOE with paid, pro-rated vacation, sick time, and two personal days

Supervision: This position reports to the Development Director

Helena Food Share Mission: Helena Food Share serves our neighbors in need by providing food in a respectful and dignified way and by working with others to eliminate hunger in the greater Helena area.

Summary:

The Business Giving Manager is a key member of the HFS development team, and is responsible for raising roughly \$200,000 in fiscal 2019 through securing donations from corporations, service groups, and businesses in the Helena area. This position is primarily outward-focused and is expected to adhere to a strict sales/solicitation schedule weekly and annually to reach or exceed financial goals.

The Business Giving Manager will be analytical, organized, energetic, friendly and enthusiastic about the mission of Helena Food Share. He/she will be both a compassionate listener as well as someone who can regularly “close the deal.” To be successful in this position, the candidate will have advanced selling skills, comfort with CRMs and the ability to enter data and create reports accurately so as to share call/response reports with the development and leadership teams. Goal-driven, passionate professional with a strong desire to increase revenue for the Helena Food Share mission. This position requires attendance at important business gatherings, will be a member of Rotary/Kiwanis and other applicable/relevant community groups and will be a visible, professional ambassador for Helena Food Share in the community.

Primary Job Duties and Responsibilities

75%/Develop the Plan, Develop the Strategy, Work the Plan

- Create a sales strategy for each of the top 100 business donors
- Determine capital needs for funding with Executive Director and pantry staff to pitch to potential business donors
- Create individual proposals for each potential business and determine "Benefits" for sponsors
- Create a stewardship plan for each business that keeps them in touch with HFS and shows the impact of their gifts.
- Create and send an annual report to be sent to each business partner which thanks them and briefly summarizes how their gift was meaningful to HFS and/or our customers.
- Goal is to increase the businesses' annual gift by at least 5%, or more if it's clear that the business is ready to and capable of, increasing their giving.
- Prepare and send thank you/acknowledgement letters
- Goal is to assure that each of the top businesses have at least two face to face meeting with you, and/or Liz or Bruce, (if needed) each year
- Be out of the office meeting with those businesses 2 out of three days each week.
- Must be able to keep organized call sheet reports, accurately use database entry for each "touch" and be able to systematically "work the plan" month in and month out.
- Have familiarity and facility with with all MS 365 applications, especially PowerPoint, and be able to create PowerPoint presentations for sharing with businesses.

10%/Financial tracking

- With the Development Director, create a viable budget goal sheet comprised of dollar amount specific financial goals for each business.
- Enter gifts with full notes included into Boomerang. Run reports when requested.
- Track monthly actual revenue against expected revenue on a spreadsheet
- Prepare quarterly revenue reports and year-end results reports

10%/Planning Meetings and Strategy Meetings

- Meet weekly with Development Director to review prior week's calls and results
- Attend all Staff Meetings and Development Staff meetings

5%/Support Fundraising Events

- Attend and/or assist with agency fundraising events that do not involve businesses

Minimum knowledge, skills and abilities:

- Prior experience in and comfort with public speaking, presenting to groups, getting people energized about an idea
- Comfort in preparing an ask, and then asking
- Excellent writing, computer and verbal communication skills
- Prior sales experience a major plus
- Ability to work independently and be self-motivated to achieve goals
- Team player, willing to jump in when needed

Education and Experience Requirements:

- Bachelor's degree and at least three years of sales or fundraising experience
- Knowledge of Helena-area business landscape and key players
- A valid driver's license and auto insurance and a reliable car.

Physical Demands:

- Ability to sit for long periods of time working at a desk with a computer
- Ability to lift 25 pounds
- Ability to walk/stand for periods of time while giving pantry tours or hosting events

Travel:

- This position involves a great deal of time being out of the office, meeting with sponsors and businesses, but the travel will be mostly in and around the greater Helena area.

To Apply: Please email a resume, cover letter explaining why you would be a great candidate for this job, 2 writing samples and three business references. No calls, please.

Email: hire@helenafoodshare.org

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