



**Fund Development Manager**  
**Friedens Food Pantries**  
(updated: MAY.2022)

### **Mission and Purpose**

*Friedens is a network of food pantries in Milwaukee nourishing the body, mind, and soul. We believe that a dependable supply of food is a means of bringing hope and dignity to our community.*

As the largest food pantry network in Milwaukee, Friedens Food Pantries is a stabilizing force in our neighborhoods. Since 1978, we have used a community-centered approach, accepting the responsibility of honoring individual choice by providing a variety of fresh and nutritious food options and connecting our community members to other support services. Friedens addresses the emergency food needs in Milwaukee neighborhoods with a high population of low-income households that commonly suffer from food insecurity. We partner closely with StreetLife Communities, which is an organization dedicated to providing outreach and support to individuals experiencing homelessness.

The ideal candidate is adept at building and maintaining trust-based relationships, engaging stakeholders and applying an equity lens towards transforming lives and communities. As such, we strongly encourage applications from candidates who foster and promote the values of diversity and inclusion.

**Work Type:** Full Time (100%), Hybrid Virtual/In-Person

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### **Fund Development Manager, Friedens Food Pantries**

The Director of Development reports to and works closely with the Executive Director and is responsible for the organization's fundraising efforts. The Fund Development Manager will set and achieve fundraising goals, maintain knowledge of fundraisers' interests, and cultivate relationships with fellow employees, donors, stakeholders, and volunteers. The Manager is an active participant in fundraising events, develops resource growth strategies, maintains a social media presence, and keeps donors informed on how their financial input is impacting food-insecurity in the communities served by Friedens.

#### **Essential Duties and Responsibilities:**

- In partnership with the Executive Director and Board of Directors, develop strategies and implement solicitation activities to maximize the level of giving/funding on an ongoing basis, consistent with the agency's strategic plan.
- Create and execute the digital fundraising strategy.
- Furnish the Board with regular progress reports.
- Collaborate With a network to identify and build relationships with new donors.
- Maintain relationships with existing sponsors.
- Obtain financial support from individuals and organizations.
- Manage fundraising and special events.
- Generate development materials such as letters of interest, grants, and reports.
- Manage Development Team including Volunteer Manager and AmeriCorps support staff.

- As a member of the Leadership Team, participate in the organization's program development and evaluation activities.
- Research funding opportunities generated from existing donors, individuals, foundations, corporations, and religious organizations.
- Coordinate donor information and management systems, manage the implementation of development software, manage data entry and gift processing.
- Prepare appropriate solicitation information and reports for the Leadership Team and Board of Directors.
- Coordinate the processing of all financial and in-kind contributions with the Accountant and ensure the proper recording and reconciliation of donations.
- Prepare appropriate donor recognition programs.
- Serve as agency spokesperson as needed.
- Other duties as assigned.

**Required Knowledge, Skills and Abilities:**

- Affinity with the overall mission of Friedens Food Pantries.
- Bachelor's degree in Business, Nonprofit Management, English, or related field.
- 2 years' experience in Development, preferably in non-profit, community-based organization, or equivalent is preferred.
- Excellent communication skills- listening, speaking, and writing.
- Ability to relate comfortably with people who work at our pantries and use our services.
- Proficient with sponsorship solicitation.
- Excellent computer skills, proficient with MS Office applications and CRMs.
- Proficient with social media platforms.
- Valid driver's license.
- Willingness to learn, adapt, grow, and work as a team.

**Working Conditions**

- Work Location: open office workspace with active team atmosphere.
- Physical Requirements: occasionally lifting 50 pounds or less, moving boxes or packages of food, loading/unloading a van, pushing a dolly, climbing stairs
- Equipment Used: computer, printer/copier, tablets

Pay range - \$40,000-\$49,000

To apply for this position, please send your resume or CV with a cover letter to: [jobs@FriedensPantry.org](mailto:jobs@FriedensPantry.org)