



**Job Title:** Associate Director of Philanthropy

**FLSA:** Full Time, Exempt

**Supervisor:** Chief Development Officer

**Compensation Range:** \$77,000 - \$84,000

**Position Description:** The Associate Director of Philanthropy is a senior fundraising leadership role within Mama's Kitchen's Development Team. This role provides strategic oversight and execution of Mama's Kitchen's individual giving and annual fundraising efforts, including overseeing all annual appeal campaigns and the Bread & Butter Monthly Donor Club. The Associate Director of Philanthropy partners closely with the Chief Development Officer and CEO to grow contributed revenue, strengthen donor relationships, and advance a comprehensive, data driven philanthropy program aligned with the organization's mission and values.

This position supervises development staff including the Donor Database Administrator and plays a key role in organizational strategy, cross departmental collaboration, and long term revenue sustainability.

**Primary Responsibilities:**

Individual Giving & Donor Relations

- Lead and advance the Individual Giving program, including donor acquisition, retention, upgrades, and stewardship strategies.
- Support the organization's moves management program for individual and major donors.
- Develop and manage continuous reporting on individual giving progress and activity
- Partner with the Chief Development Officer and CEO to identify, qualify, cultivate, solicit, and steward major donors and prospects.
- Develop and implement comprehensive donor stewardship and recognition plans that reflect Mama's Kitchen's values of dignity and respect.
- Ensure accurate tracking, analysis, and reporting of donor data, engagement, and performance metrics within Raiser's Edge.
- Collaborate with Associate Director of Community Affairs on strategies for event participant stewardship plans post-event to convert participants into long-term supporters.

Annual Appeal & Annual Giving Campaigns

- Own, lead, and oversee all annual appeal campaigns, serving as the primary strategist and project manager from concept through execution and evaluation.
- Develop annual appeal strategies and timelines aligned with revenue goals, audience segmentation, and organizational priorities.
- Create and oversee compelling multi-channel campaign messaging for direct mail, email, online giving pages, and integrated digital outreach.

- Direct donor segmentation, list development, and targeting strategies using donor data and analytics.
- Oversee campaign budgets, vendors, design, printing, and production to ensure cost-effectiveness and quality.
- Work with Marketing Coordinator to develop cross-channel campaigns and messaging around appeals.
- Analyze campaign results, donor behavior, and ROI to continuously improve performance and inform future strategy.
- Manage the organizations monthly giving club (Bread and Butter Club). Lead the growth and stewardship of the monthly recurring giving program including acquisition, retention, upgrades, and stewardship.

#### Planned Giving

- Lead and manage Mama's Kitchen's planned giving and legacy giving program in collaboration with the Chief Development Officer.
- Develop and implement strategies to identify, cultivate, and steward planned giving prospects, including long-term donors and loyal annual supporters.
- Serve as a point of contact for donors interested in bequests, beneficiary designations, and other deferred or legacy gifts, in coordination with legal and financial advisors as appropriate.
- Work with Marketing Coordinator to oversee the creation donor communications and marketing materials related to planned giving, ensuring messaging is clear, sensitive, and mission-aligned.
- Integrate planned giving outreach into annual appeals, donor stewardship, and major giving strategies where appropriate.
- Track, document, and steward planned giving intentions and commitments in the donor database, ensuring accurate records and long-term relationship management.
- Support leadership in recognizing and stewarding legacy donors through appropriate acknowledgment and ongoing engagement.

#### Government Relations & Public Funding

- Collaborate with the Chief Development Officer and CEO to define and advance strategies for government funding, advocacy, and relationship management.
- Maintain knowledge of federal, state, county, and city funding opportunities, procedures, and priorities relevant to Mama's Kitchen.
- Provide oversight and guidance on government grants, contracts, and discretionary funding opportunities.
- Manage stewardship of government officials and their staff, including site visits, briefings, event invitations, and ongoing communication.
- Develop district and representative-specific metrics, impact, and materials on an as-needed basis.

#### Supervision & Team Leadership

- Supervise and mentor the Development Database Administrator, provide clearly defined goals, and continuous performance management and professional development.
- Ensure timely and accurate gift processing, acknowledgment, and data entry in collaboration with development team members.

- Establish and maintain database policies and procedures that promote data integrity, security, and best practices.

#### Systems, Platforms & Cross-Departmental Collaboration

- Serve as a senior administrator and strategic lead for the Classy, Raiser's Edge, and DonorSearch fundraising platforms, ensuring effective use across campaigns and initiatives.
- Work collaboratively with departments across the organization to support a variety of marketing needs (internal and external)

#### Events & Special Projects

- Provide strategic and operational support for Mama's Kitchen fundraising and donor cultivation events as needed.
- Lead or contribute to special projects and small events that advance fundraising effectiveness, innovation, and long-term growth.

**Other Duties:** As assigned by Chief Development Officer

#### **Required Skills:**

**Education:** Bachelor's degree in nonprofit management, business, communications, political science, or a related field.

**Experience** Minimum of five (5) – seven (7) years of progressive nonprofit development experience, with increasing responsibility. Minimum of two (2) years of experience in government relations or advocacy, or government grant proposal development. Minimum four (4) years of experience in a supervisory role.

- Demonstrated success leading annual giving and donor stewardship programs; experience writing and coordinating annual appeal campaigns strongly preferred.
- Experience with individual donor stewardship and successful solicitation of gifts in the amount of \$5,000 - \$20,000.
- Experience supervising and mentoring staff.
- Proficiency with fundraising databases and platforms, including Raiser's Edge and Classy.
- Knowledge of public funding or government grants preferred.

#### Skills & Competencies

- Strategic thinker with strong project management and analytical skills.
- Excellent written and verbal communication skills.
- Strong interpersonal skills with the ability to build trust and inspire donors, partners, and colleagues.
- Ability to manage multiple priorities, meet deadlines, and work independently with minimal supervision.
- High attention to detail balanced with big picture fundraising strategy.
- Commitment to Mama's Kitchen's mission, vision, and core values.
- Willingness to work evenings and weekends as required.

#### **Vision Statement:**

We envision a community where all individuals with critical illnesses are no longer vulnerable to hunger.

### **Mission Statement:**

Mama's Kitchen believes that everyone is entitled to the basic necessity of life – nutritious food. Our services improve the health and well-being of individuals and families vulnerable to malnutrition due to critical illness.

### **Mama's Kitchen Core Values**

**Dignity and Respect:** Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers and staff.

**Reliability:** Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

**Integrity:** Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors and staff. We pride ourselves in doing what we say we are going to do.

**Diversity:** Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

**Team Work:** Mutual effort and unity are the ingredients that allow our mission to succeed.

### **Equal Opportunity**

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.

**Please send your resume to [jobs@mamaskitchen.org](mailto:jobs@mamaskitchen.org)**