Job Title: Associate Director of Philanthropy

FLSA: Full Time, Exempt, Hybrid Schedule

Supervisor: Chief Development Officer

Compensation Range: $80,000 - $90,000

Position Description: The Associate Director of Philanthropy partners with the Chief Development Officer to develop and execute strategies that grow individual giving revenue through donor cultivation, solicitation, stewardship, and planned giving. This position manages a portfolio of donors, develops personalized engagement strategies, and works closely with the CDO and CEO to advance giving and engagement opportunities. The role also supports government relations through the cultivation and stewardship of relationships with elected officials and public funding partners.

The Associate Director provides leadership and management within the development team. They oversee donor database operations, ensuring accurate gift processing, reporting, and donor records. Working collaboratively with the Associate Director of Community Engagement, this position aligns donor engagement strategies with broader fundraising efforts while maintaining primary accountability for individual donor relationships and portfolio revenue growth.

Primary Responsibilities:

Individual Giving & Donor Development

- Lead and grow Mama's Kitchen's individual giving program, with responsibility for cultivating, soliciting, upgrading, and stewarding individual major and mid-level donors.
- Manage an assigned portfolio of donors, developing personalized engagement strategies, annual giving goals, and clear next steps for each relationship.
- Lead the organization's moves management process, ensuring consistent donor qualification, cultivation, solicitation, and stewardship activities.
- Partner with the Chief Development Officer and CEO to identify and advance major gift opportunities, prepare donor engagement strategies, and coordinate donor meetings and solicitations.
- Identify opportunities to move loyal annual donors into higher levels of giving through personalized outreach and relationship development.
- Establish and maintain individual giving performance reports, tracking donor engagement, portfolio activity, retention, upgrades, solicitations, and revenue against goals.
- Collaborate with the Associate Director of Community Engagement to identify and cultivate event participants with potential for ongoing individual giving.

Donor Engagement, Stewardship and Campaign Collaboration

- Develop and manage a year-round donor engagement and stewardship plan, including personalized communications, donor meetings, recognition, appreciation, and donor engagement opportunities.
- Create meaningful opportunities for donors to connect with Mama's Kitchen's mission, leadership, programs, and impact through donor visits, tours, events, volunteer opportunities, and other relationship-building activities.
- Partner with the Chief Development Officer to establish individual giving revenue goals, donor engagement priorities, and strategies to increase retention, upgrades, and long-term giving.
- Collaborate with the Associate Director of Community Engagement to align donor engagement and stewardship strategies with annual appeals, events, digital fundraising campaigns, and other fundraising initiatives.
- Support the growth of the Bread-and-Butter Club by providing donor insights, segmentation recommendations, and relationship strategies
- Coordinate personalized outreach to major donors and priority prospects in conjunction with annual fundraising campaigns, events and engagements.
- Analyze donor giving patterns, engagement, and retention to identify opportunities for increased revenue and stronger donor relationships.

Planned Giving

- Lead Mama's Kitchen's planned giving and legacy giving program in collaboration with the Chief Development Officer.
- Identify planned giving prospects and develop personalized strategies to introduce legacy giving opportunities and deepen relationships with prospects
- Serve as a relationship contact for donors exploring bequests, beneficiary designations, and other planned gifts, coordinating with appropriate professional advisors when needed.
- Coordinate and execute annual legacy giving events, such as planned giving workshops and legacy donor appreciation events
- Partner with the Associate Director of Community Engagement to incorporate planned giving messaging into donor communications and campaigns.
- Maintain accurate documentation of planned giving prospects, intentions, commitments, and stewardship activity in Raiser's Edge NXT.
- Develop ongoing stewardship and recognition opportunities for legacy donors.

Government Relations

- Support the Chief Development Officer and CEO in cultivating relationships with elected officials, government representatives, and public funding partners.
- Coordinate relationship stewardship activities, including site visits, briefings, meetings, and event invitations.
- Support the development of impact materials and funding requests in partnership with organizational leadership.

- Maintain awareness of government funding opportunities and coordinate with appropriate staff on potential opportunities.
- Help plan the annual Tree of Life World Aids Day Event, ensuring elected official engagement and attendance

Database Oversight & Team Leadership

- Supervise and support the Development Database Administrator, establishing clear performance expectations, priorities, training, and accountability.
- Provide oversight of gift processing, donor acknowledgment, database accuracy, and donor record management to ensure timely and consistent execution.
- Establish and monitor gift processing and database performance metrics, including processing timelines, acknowledgment letters, and data accuracy
- Ensure donor contact reports, moves management activities, giving intentions, and stewardship actions are consistently documented in Raiser's Edge NXT.
- Collaborate with Finance and Development leadership to support accurate gift reconciliation, reporting, and data integrity.
- Identify opportunities to improve donor database processes, reporting, and operational efficiency.
- Support the Development Team culture and office environment through professional and collaborative leadership

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 fundraising experience in individual giving, 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 submit your application through our website: https://mamaskitchen.org/jobs/

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