



Job Title: Corporate Development Coordinator

Classification: Non-Exempt Full Time

Department: Development & Communication

Reports to: Development Manager

About Ozarks Food Harvest:

At Ozarks Food Harvest, we're passionate about making a difference in the lives of others – especially those who are food insecure. We believe everyone deserves enough to eat so they can lead a full and healthy life. All members of our team are proud of their work because we know we are making a real impact. Our mission has helped us build strong careers and a culture dedicated to working smart and efficiently. We are a member of the Feeding America network, which is the nation's largest domestic hunger-relief organization.

Ozarks Food Harvest is an equal opportunity employer. We embrace a philosophy that recognizes and values all. As a Feeding America member food bank, our goal is to attract, develop, retain, and promote a talented, diverse workforce in a culture where all employees contribute to their fullest potential.

Job Summary:

The Corporate Development Coordinator will provide support to the Development Manager in planning, implementing, and evaluating a comprehensive annual fund program designed to raise support for the Food Bank. This position will further corporate donations by developing a workplace giving program, providing stewardship, supporting and coordinating campaigns and overseeing donor record integrity to support an effective broad-based fundraising environment.

Essential Functions:

- Working closely with the Development Manager, the Development Coordinator will support creation of strategies and tactics to move prospects and supporters along the giving continuum.
- Personally manage a portfolio of corporate donors to foster deep and productive relationships.
- Provide input and data that will determine goals to ensure timelines and performance metrics are met for various fundraising functions.
- Develop and manage a workplace giving program to increase payroll deduction gifts and employee engagement. Track and promote corporate giving programs to leverage matching funds through employee gifts and volunteerism. Collaborate closely with volunteer team as needed to grow program.
- Plan and execute fundraisers and campaigns related to corporate giving and stewardship (i.e. Feeding American Cause Marketing partnerships, Go Orange Day with Gold Mountain and Central Bank during Hunger Action Month).
- Collaborate with the Development and Communication team on fundraising which may include direct mail, digital and traditional fundraising and messaging.
- Collaborate closely with Marketing and Events Manager to secure sponsorships for events and annual campaigns.
- Prepare reports to measure, track and report fundraising activities.
- Represent Ozarks Food Harvest at community events, speaking engagements and facility tours; may include evening and weekends.

Additional Responsibilities:

- Offer support to a team of two database specialists to ensure database integrity.
- Provide input which will allow team to implement effective work plans, procedures, and strategies that create an environment that allows for personalized messaging to donors and a giving experience that inspires repeat contributions and high donor retention rates.
- In collaboration with the Development Manager, maintain an annual stewardship plan. Recognize donors by identifying milestones, coordinating appreciation mailings and making stewardship phone calls. Collaborate closely with communication team to create written communications with donors, including thank you letters and proposals.
- Ensure donation coding guidelines are followed to align with Feeding America's reporting needs. Support donation processing to ensure accurate coding, conduct audits quarterly, annually and as needed.

Physical & Environmental Demands:

- Ability to perform primarily office-based, desk work, including prolonged periods of sitting and computer use and periodic standing, walking, bending, reaching as well as occasional lifting and/or moving objects up to 20 lbs.
- Work is primarily performed in an office environment within a food bank setting and may involve occasional exposure to a warehouse environment, varying temperatures, and moderate noise levels.

Requirements:

- Fundraising, business development, community engagement, sales or extensive customer service experience.
- Two or four-year degree preferred; equivalent experience considered.
- Experience working in a goal-oriented environment with measurable outcomes.
- Experience and comfort with public speaking.
- Excellent verbal and written communication skills.
- Data entry and database maintenance experience preferred.
- Must be self-driven and able to work independently with minimal supervision.
- Must be detail-orientated with a strong sense of accuracy.
- Highly organized with time-management skills to handle multiple projects, deadlines, and priorities simultaneously.
- Ability to exercise sound judgement, maintain confidentiality, and represent Ozarks Food Harvest professionally within the community.
- Proficiency with Microsoft applications including Excel, Word, Outlook and PowerPoint required
- Ability to work occasional evenings and weekends as needed.

How to Apply:

Apply at www.ozarksfoodharvest.org/careers and submit a resume to ofhjobs@ozarksfoodharvest.org. Please no phone calls.

This job description does not list all the duties of the position and is not a contract for employment. Employees may be required to perform other duties. Ozarks Food Harvest reserves the right to modify this job description at any time. Employment with Ozarks Food Harvest is at will and may be terminated by either the employee or the organization at any time, with or without cause or notice.