



Development Representative

Schaumburg, IL

Your Role:

Fundraise for Feed My Starving Children (FMSC) by building and strengthening relationships and soliciting donors from a portfolio of individuals, churches, corporations and organizations in the \$350 annual gift category. Meet Development incentive plan objectives. Manage FMSC's regional volunteer Speakers Bureau.

Pay, Schedule & Benefits:

- This is a full-time, non-exempt (hourly) position. Will participate in the Development incentive plan.
- Typical work schedule is approximately Monday-Friday 8:30am-5pm. Infrequent evening and weekend hours required for special events.
- [Benefits](#) include health insurance, 401(k) with employer match, PTO, FSA, dental, vision and more.

What You'll Do:

- Make a high volume of daily contacts (40+) with current donors through phone, email and handwritten notes: foster and strengthen relationships; inspire donors to become invested in feeding kids by sharing the impact of FMSC's food; solicit donations; express thanks; and offer prayer as appropriate.
- Maintain detailed record of personal activity with donors and accurate donor/prospect information in database.
- Manage FMSC's regional volunteer Speakers Bureau: respond to speaking engagement requests; interview, train and schedule volunteer speakers; and maintain and distribute resource kits.
- Under direction of supervisor, analyze portfolio, identify top donors and implement determined strategies to further engage those donors with FMSC and increase their giving.
- Under direction of supervisor, plan use of FMSC marketing and communication pieces, e.g. annual report, holiday cards, etc., to create strategic donor touchpoints.
- Collaborate on strategic fundraising initiatives with the Development team.
- Perform other duties as assigned.

Your Qualifications:

- Commitment to support, promote and authentically communicate FMSC's Christian mission and goals.
- Minimum of bachelor's degree and 1 year of related work experience. In lieu of degree, equivalent work experience considered. Phone fundraising/sales experience preferred.
- Demonstrated experience using effective interpersonal and customer service skills to build strong relationships with donors or customers. Able to professionally interact and communicate information to all levels of internal and external contacts.
- Demonstrated competency in writing and storytelling.
- Self-directed with high level of energy, initiative and strategic thinking. Willing to follow directions and work as part of a team.
- Excellent organizational skills with a high degree of detail, accuracy and follow-up.
- Proficient with Microsoft Office. Database experience preferred.
- Able to use discretion and maintain confidentiality of sensitive information.

Your Team:

- Work location is Schaumburg, IL. Reports to Development Manager.
- [Join our group](#) of professional world-changers. Work alongside dedicated, talented folks.

To Apply: Complete the application and upload a cover letter and resume at www.fmsc.org/apply.