**Internal Development and Communications Associate**

**Food Bank of Siouxland**

**Classification:** Full-time, exempt

**Reports to:** Associate Executive Director

**Job Summary**: This position is responsible for internal communications, website and campaign management, branding and material development, coordination of food drives and analyzing development stats and reports.

**Duties and Responsibilities**

• Develop clear, concise internal communications directed to Food Bank staff and Board of Directors

• Assist in writing and editing communications coming from Food Bank leadership team

• Continue creation of internal and external brand standards and brand book

• Development and coordination of printed materials for events and fundraising activities

• Work side by side with External DCA to develop marketing and communications material

• Assist development team with special events and fundraising as needed

• Assist with maintenance of the donor database (Network for Good) and work closely with the Associate Executive Director and Programs and Administrative Manager to reconcile amounts and categories

• Work with outside vendors on promotional products and growing volunteer rewards program

• Manage food drives, working directly with donors to ensure an enjoyable and easy food drive process

•Analyze stats and reports to assist in grant writing and fund development

• Other duties as assigned by the Executive Director or Associate Executive Director

**Requirements**

• Bachelor degree in Non-Profit Management, Marketing, Communications or similar field

• Two years of sales, marketing or development experience preferred. Non-profit knowledge a plus

• Belief in the mission of the Food Bank of Siouxland

• Exceptional customer service skills

• A high level of organization and attention to detail

• Excellent verbal and written communication skills

• Proficient in donor management systems; Microsoft Office; Canva or similar design program; website platform experience such as WIX, WordPress or similar platform

• Ability to present information concisely and effectively, both verbally and in writing

• Team player with excellent interpersonal skills

• Ability to handle sensitive and confidential information

• Self-motivated; ability to multi-task and to work independently

• Strong time management skills

• A sense of humor and a positive attitude

**Evaluation:**

An annual performance review of the Development Associate shall be conducted by the Associate Executive Director and Executive Director.

**Compensation:**

Salary is commensurate on experience. The Development Associate will receive benefits as outlined in the Employee Handbook.

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