

TITLE: Fundraising / Public Relations Assistant

REPORTS TO: Executive Director

PURPOSE: Assists the Cooperstown Food Pantry (CFP) Executive Director by coordinating and managing fundraising and public relations for the food pantry.

RESPONSIBILITIES:

- A. Responsible and accountable for all fundraising database management:
 - A. Serves as the primary contact with internal and external (Bloomerang) support personnel in maintaining optimal functioning of the fundraising database;
 - B. Creates customized lists and reports from the database on selected donor and prospect constituencies;
 - C. Establishes and maintains coding procedures that facilitate the grouping and identification of all prospects and donors;
 - D. Maintains and updates database records on prospects and donors;
 - E. Serves as a resource to new and existing staff and volunteers in the use of database software as needed;
 - F. Prepares monthly statements detailing all fundraising revenue and corresponding expenses;
 - G. Conducts appropriate research on donors and prospects and incorporates such information into the donor database.

- B. Responsible for gift recording and acknowledgement:
 - A. Ensures that all gifts are entered into the database in a timely fashion, and that gifts are acknowledged within prescribed response standards;
 - B. Ensures that proper audit controls and financial records are maintained;
 - C. Handles donor inquiries and correspondence related to gift processing and procurement (e.g. stock transfers, pledge reminders, donor listings, memorial gift notification, etc.);
 - D. Ensures that appropriate stewardship of all donors is consistently maintained.

- C. Serves as the primary staff resource for the Board Fundraising Development Committee:
 - A. Manages all solicitation assignments;
 - B. Accompanies volunteers on personal solicitation calls as needed;
 - C. Develops a prospect portfolio, for which s/he has primary responsibility.

- D. Coordinates all direct response solicitations and special events:
 - A. Oversees development and production of direct mail appeals, serving as the primary liaison with vendors in providing necessary content and source material;

- B. Manages CFP's social media presence and website development;
 - C. Coordinates a limited number of donor cultivation and fundraising events.
- E. Serves as a link between CFP and the local media:
- A. Prepares press information/releases about events;
 - B. Maintains personal contact with local media personnel, providing them with regular information about activities;
 - C. Coordinates all donor and fundraising-related publicity.
- F. Assumes the following promotional/marketing responsibilities:
- A. Assists in production and distribution of fundraising material, including brochures, presentations, and videos;
 - B. Writes and coordinates production and distribution of CFP newsletter;
 - C. Develops and distributes media releases as needed, working in conjunction with the Board Public Relations Committee.
- G. Performs other duties as assigned by the Executive Director.

The Details

- Part-time, maximum 15 hours per week
- Compensation for this position is \$20/hour
- Deadline for submission is February 4, 2025.
- If interested, please submit cover letter and resume to directorcfp@gmail.com.

The Cooperstown Food Pantry

Established in 1977 and begun in the basement of the Village Hall/Library building on Main Street, now located at 25 Church Street, the Cooperstown Food Pantry has remained a pillar of community service for 45 years. We assist households in the northern two-thirds of the county by providing a monthly distribution of five days' worth of food, three meals a day, for each member of a household. In addition to shelf-stable food items, fresh dairy, frozen meat, and fresh produce, the Pantry provides essential personal care items including adult incontinence products, feminine hygiene products, and diapers. We partner with our community, working with the Cooperstown Central School to facilitate the Backpack program, a weekly distribution of food items for children grades K-12. We also work closely with the Cooperstown Farmers' Market to provide fresh produce vouchers in the summer and early fall months. In June of 2021, the Pantry became an independent 501(c)(3) organization.

In a period of exciting growth and opportunity, we're looking to expand our staffing to best meet the needs of our community!

The Cooperstown Food Pantry is an equal opportunity employer.

Cooperstown Food Pantry, Inc.

Written Consent for Pre-Employment Background Check

I _____, authorize Cooperstown Food Pantry, Inc. to conduct a pre-employment background check in accordance with the Fair Chance Act.

Name of applicant: _____

I _____, authorize the release of the following information to the Cooperstown Food Pantry, Inc.

Name of person/organization: Will Kleffner, Coeus Global, Cooperstown Food Pantry, Inc.

Address of person/organization: 25 Church Street, Cooperstown, NY 13326

Telephone/email of person/organization: (607) 547-8902

Information authorized for release:

DOB _____

SSN _____

Current Address _____

Signature

Date