



## Care and Share Food Bank for Southern Colorado

**Division/Department:** Development

**Location:** Pueblo

**Job title:** Pueblo Development Director

**Reports to:** Chief Development Officer

**Status:**  
Salary

**Type of position:**

- Full-time
- Part-time
- Contractor
- Intern

**Hours:** 40hrs/week

- Exempt
- Nonexempt

**Position Summary:**

Responsible for the day-to-day management of donor relationships in Pueblo. Interfaces directly with current donors, prospects and volunteers. Serves as an ambassador and liaison to the Pueblo community to cultivate more donors and volunteers while increasing the awareness of Care and Share Food Bank's mission.

**Duties and Responsibilities:**

- Manage donor acknowledgement process for all Pueblo donors. Work closely with Donor Services Coordinator to ensure prompt responses to all gifts.
- Actively solicit, call on, engage and steward donors (both individuals and local businesses) to increase contributions and engagement in Pueblo.
- Keep members of the development team informed of major gifts and prospects in Pueblo.
- Manage Pueblo major donors in the Harvest Society (annual giving of \$1,000) and Feed Our Neighbors Circle (recurring gifts).
- Research prospects and provide detailed briefings for meetings with prospective donors.
- Maintain knowledge and understanding of Care and Share's direct mail program.
- Coordinate in-house mailings tailored for the Pueblo community and provide recommendations and strategies for continuous improvement.
- With support from the Chief Development Officer, establish an annual fundraising event for the Pueblo community in accordance with the Benevon Model.
- Coordinate outreach efforts for seasonal food drives such as Harvest of Love and Take a Turkey to Work Day, including volunteer support of these events.
- Provide Marketing and Communications Director with clients, working in conjunction with Agency Relations, and volunteers willing to share their stories on Care and Share's communication channels.
- Grow Pueblo volunteer base through planned, regularly scheduled community outreach to businesses, organizations, government, faith-based groups, and schools.
- Maintain volunteer training, Volunteer Hub, volunteer orientation, and best practices as needed to ensure a well-trained and informed volunteer base.
- Regularly attend networking events (Chamber, etc.) and luncheons to steward new relationships.
- Run reports and analysis within Raisers Edge.

**Work experience requirements:**

- Bachelor's degree preferred
- Deep familiarity with Pueblo community
- Exceptional written and verbal communications skills
- Minimum of three years demonstrated experience in fundraising, direct mail, and donor relations
- Excellent organizational skills

- Extreme comfort with calling donors and engaging over the phone
- Ability to adapt quickly to ever-changing organizational circumstances and needs
- Outstanding follow-through skills
- Valid Colorado Driver's license
- Reliable transportation. Travel to Colorado Springs for meetings will be required.
- Raisers Edge experience preferred
- Strong command of Microsoft suite of programs (Excel, Word, Outlook, Publisher, PowerPoint)

**Employee Signature:**

**Date:**

By signing, I confirm that I have read and reviewed my job duties and responsibilities and am in agreement that the description is an accurate representation of my job function.

Interested applicants can send their cover letter and resume to [MaryL@careandshare.org](mailto:MaryL@careandshare.org) by June 15<sup>th</sup>.