

Advancement and External Relations Manager

Reports To: Director of Advancement and Strategy

Employment Category: Full Time, non-exempt

Benefits: 15 annual days Paid Time Off and nine major holidays off annually with pay

Job Purpose: As part of Manna's Advancement Team, the Advancement and External Relations Manager will 1) develop and implement a comprehensive donor stewardship plan, 2) oversee external relations such as Manna's Race to End Hunger and other local community events, 3) manage external communications to a diverse set of stakeholders, 4) and lead special projects that advance Manna's mission and capacity.

Essential Functions and Responsibilities:

1. Develop and implement a comprehensive donor stewardship plan that identifies, cultivates, solicits and stewards a large portfolio of monetary donors, meeting annual fundraising goals and expectations
2. Function as subject matter expert of Manna's donor database, completing regular donor data analysis and reports for Manna leadership staff and board of directors in order to increase giving at all levels
3. Receive and process all monetary donations and acknowledgement letters, ensuring proper documentation and reconciliation with the Finance Coordinator and Executive Director
4. Oversee external relations that advance Manna's mission, including Manna's annual Race to End Hunger event and other local community events in coordination with Manna volunteer supporters
5. Manage external communications to a diverse set of stakeholders, helping to develop and ensure consistent and appropriate messaging that is aligned with Manna's 10-year Campaign
6. Lead special projects that advance Manna's mission and increase organizational capacity
7. Build collaborative relationships with Manna staff, board and committee members, and volunteers to further Manna's mission and community outreach

Education/Experience:

- Bachelor's degree, required
- Minimum of three years in a communication and/or development position, required
- Proven knowledge of donor stewardship strategies, required
- Professional experience in the nonprofit human services sector, preferred

Professional and Personal Qualifications:

1. Proficiency with Customer Relationship Management software or proven ability to master new software
2. Excellent verbal and written communication skills
3. Strong interpersonal and relationship-building skills
4. Ability to publicly represent an organization in a highly diverse community and speak to large and small audiences
5. Highly organized and detail oriented, with ability to work independently with minimal supervision



Organizational and Program Summary

Manna on Main Street (Manna) is the largest nonprofit organization working to end hunger in the North Penn region of Montgomery County, Pennsylvania. Manna's Kitchen, Manna's Market, Manna's Online Market Hub, and Common Grounds Training Program together serve approximately 7,000 people annually. Manna has received numerous awards, including the Hunger Hero Award from Philabundance for being an all-around outstanding partner and creating a holistic approach to fighting food insecurity by providing more than food to the community.

Manna on Main Street is committed to ending hunger in the North Penn region of Montgomery County by providing food, fulfilling social service and education needs, and conducting community outreach. Through a food pantry and soup kitchen, emergency financial aid, counseling and referrals, and education opportunities, we serve those in need with the hope "that everyone might be fed."

More information at www.mannaonmain.org

How to Apply

Interested candidates may apply using the job opening listed at Idealist.org, or submit a resume to Sheldon Good at development@mannaonmain.org.