

Development & Communications Associate, Westside Food Bank

Are you ready to apply your talent and skills to an organization with a nearly 40 year history and a solid financial foundation that is also innovative and devoted to improving the well being of local people in need? Do you want to team up with a close knit group of committed staff who work collaboratively to make a significant impact? Do you want to feel engaged at work and further your skills with new challenges and opportunities for professional development?

Westside Food Bank is seeking a highly efficient Development & Communications Associate to work in a small shop environment. The position is temporarily mostly remote, although there will be some field work on video productions and agency and client information gathering, conducted while masked and physically distant, until such time as working in the office is safe, so we are looking for someone local to the Los Angeles area. Work-from-home stipend and necessary equipment will be provided.

As a small organization of just 8 full time and one part-time staff, job openings don't come up very often so we are looking to find someone with a passion for food justice and who truly loves fundraising and communications work and who wants to learn from professionals with years of experience who are passionate about sharing their knowledge. The job also entails significant administrative support so attention to detail, ability to work collaboratively, discretion, and flexibility are necessary.

Position Overview

The Development Associate will spend 28 hours per week under the supervision of the Deputy Director/Chief Development Officer (same person) to provide administrative support to her and to the Development Manager in all aspects of fund development and communications. We are looking for a candidate with some experience and who aspires to a career in nonprofit fundraising and communications. We are seeking a highly organized, proactive, and creative person with excellent written and verbal communication skills. Bilingual in English/Spanish is highly desired but not required.

12 hours per week will be spent providing administrative support to the Executive Director including preparing for and attending meetings with community groups, social service providers, government agencies, and other affiliates/partners, taking minutes, and assisting the ED with other administrative tasks.

About Westside Food Bank:

Westside Food Bank's mission is to end hunger in our communities by providing access to free nutritious food through food acquisition and distribution, and by engaging the community and advocating for a strong food assistance network.

Westside Food Bank is a 501(c)3 non-profit that provides food to over 55 social service agencies on the Westside of Los Angeles County. We do not provide direct service to clients except for a few limited collaborations with community partners and local municipalities. WSFB focuses on providing personalized service to our member agencies, and ensuring that our food distribution includes a wide range of nutritious foods. Through WSFB, over five million pounds of food will reach about 200,000 local people over the next year, nearly half of whom are children.

Major Responsibilities:

- Provide administrative support to the **Executive Director** (Approx 12 hours/week)
 - Assemble documents to prepare for meetings
 - Attend meetings and take minutes
 - Prepare letters, emails and other correspondence
 - Enter and update information in the organization's internal operations manual wiki
 - Assist with other tasks as assigned

Fund Development:

- Provide administrative support such as data entry of donor contributions, calendar updates, contact organization, filing, taking meeting minutes, and preparing letters and receipts to donors and other stakeholders.
- Produce queries and reports from donor database & other sources to inform and help evaluate the success of fundraising efforts.
- Extract program data from Primarius warehouse software to inform grants requests and other communications
- Research grant prospects using Foundation Search software and other sources
- Maintain records of private and government grant proposals, prepare grant thank you letters, receipts and reports, and assist with preparing grant proposals and attachments.

Communications:

- Research and evaluate internal and external data sources to create press releases, talking points and provide information for grant proposals, social media posts and website updates.

- Write appropriate and compelling narrative to be included in grant proposals, applications, letters of inquiry, reports, fact sheets and other revenue raising materials.
- Assist in creating video, graphic, and written assets to help tell the organization's story.
- Assemble written and visual assets into email blasts, newsletters, press releases, media alerts, and other communications.
- Maintain records of our relationships with local media outlets, track media coverage and update media contacts in database.
- Identify and cultivate external speaking opportunities for the Deputy Director and Executive Director.

Special Events:

- Assist Development Manager with special events -
 - Planning: research potential sponsors, procure raffle, auction, and gift bag items, fill out applications, forms and reports related to events and fundraising activities, interface with municipal and private venue hosts, post community calendar listings, engage stakeholders such as schools, faith organizations, businesses, scouting groups, neighborhood councils and others to promote participation
 - Logistics: Assist with pre-event preparation of supplies, signage, site preparation, volunteer recruitment, vendor deliveries, talent coordination and other event preparations.
 - Execution: Assist with site preparation, loading and unloading of supplies, decoration, volunteer engagement, event logistics, a/v, and assisting Executive and Development staff during events, break-down and cleanup after events.
 - Post event thank you letters, press releases, data entry, etc.

Qualifications desired:

- 2+ years relevant development or communications experience preferred.
- Passion for the cause and a desire to excel in fundraising, communications, and development work.
- Strong written communication skills; ability to write clear, structured, articulate and persuasive narratives.
- Bilingual Spanish speaking & writing a plus.
- Strong editing skills and attention to detail.
- Strong computer skills – Microsoft Office, internet & social media savvy. Adobe & design skills a plus.
- Working knowledge of basic database functions, creating queries & reports. Specific eTapestry and/or Classy experience a plus.
- Familiarity with Google Docs, Sheets, Forms, Calendar, Drive, etc.

- Familiarity with Slack, Basecamp or other communication tools a plus
- Familiarity with document management and wiki systems like M-files and Confluence a plus
- Ability to learn new programs and software quickly - we will provide training as needed.
- Self starter – someone who can take initiative, work independently and is also unafraid to ask questions as needed.
- High emotional intelligence, friendly personality and strong social and networking skills.
- Must be able to manage multiple projects simultaneously and work within deadlines.
- A valid drivers' license and having your own car preferred

Position Specifics:

Hourly, 40 hours per week, non-exempt

Pay range \$24-\$26 per hour DOE

Generous benefits package including medical & dental benefits, paid time off, 401K match, & FSA as well as professional development opportunities.

How to Apply:

Send a cover letter and resume including references to employment@wsfb.org

Use the word Sunshine in the email subject line

Please also send a writing sample. (Essay, press release, grant proposal or LOI, etc.)

We will review applications beginning January 4, 2021 and will contact prospective candidates directly, please no calls.

Westside Food Bank is an equal opportunity employer committed to fostering an inclusive environment. We welcome candidates of all backgrounds and will not discriminate against any individual based on race, color, sex, pregnancy, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.

<https://www.wsfb.org/>