

**Job Title: Fundraising Specialist**

**Reports To:** Board President

**Location:** Dearborn County, Indiana

**Job Type:** Part-Time / Hourly (set your own schedule)

**Organization Overview:**

North Dearborn Pantry is an essential resource for Dearborn County, offering food, clothing, and support services “as-needed” to neighbors in short-term or ongoing needs. Operating from West Harrison with consistent community engagement events, the Pantry is known for its Core Values of Compassion, Dignity, Stewardship, Empowerment, Respect, Accountability, and Quality.

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**Position Summary:**

The Development & Resource Coordinator will elevate the Pantry’s capacity to serve the community by driving fundraising, amplifying food donations, and managing grant acquisition efforts. Reporting directly to the Board President, this role is measured on financial growth and increased volume of food and in-kind contributions.

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**Key Responsibilities:****Fundraising & Donor Engagement**

- Design and implement an annual fundraising strategy aligned with the organization’s goals.
- Cultivate and maintain relationships with individual donors, businesses, service clubs, and philanthropic organizations.
- Plan and coordinate fundraising events (e.g. food drives, giving campaigns, benefit dinners).
- Establish and enact a process for estate planning for individuals wishing to name the pantry in their last will and testament.
- Maintain donor database and ensure accurate reporting.

**Food Donations & Community Partnerships**

- Build partnerships with corporate providers, local grocery stores, farms, other businesses, schools, and civic groups to increase regular food donations.
- Coordinate and support third-party food drives and community outreach efforts.
- Monitor donation trends and develop strategies to address gaps in supply or variety.

**Grant Writing & Resource Development**

- Research, write, and submit grant proposals to foundations, government entities, and other funding sources.
  - Track grant application deadlines, requirements, and reporting obligations.
  - Ensure compliance with grant terms and manage documentation and follow-up.
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**Success Measurements:**

- Annual fundraising goal met or exceeded (e.g., dollar targets defined by the board).
  - Percentage increase in incremental food donations year-over-year.
  - Number of successful “new” grant applications submitted and funds awarded.
  - Growth in donor base and engagement rate.
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**Qualifications:**

- Strong preference for an individual in our community with connections to the local community.
- Experience in nonprofit development, fundraising, or grant writing.
- Demonstrated success in meeting fundraising goals and securing grant funding.
- Strong written and verbal communication skills.
- Strong organizational skills, self-motivation, and attention to detail.
- Ability to work independently and collaboratively with a volunteer board.
- Passion for food justice and supporting vulnerable populations.
- Experience working with food insecurity or hunger-relief organizations.
- Familiarity with the Dearborn County community and surrounding area.