

## Development Specialist



### Help Turn Data, Stories, and Generosity into Groceries for Our Neighbors

Are you a detail-driven communicator who loves turning information into impact? Do you thrive at the intersection of storytelling, data, and relationship-building? Join the team at the **White Bear Area Food Shelf** as **Development Specialist** and play a key role in securing the resources that help our community access food.

### In this dynamic role, you'll power our fundraising engine by:

- Coordinating a robust grant program— crafting compelling proposals and ensuring timely, high-quality submissions and reports
- Managing and analyzing donor and program data—keeping our systems clean, accurate, and actionable so we can make smart, data-driven decisions
- Strengthening donor relationships through thoughtful stewardship, acknowledgments, and support for campaigns, appeals, and events

This position is ideal for someone who enjoys both big-picture impact and behind-the-scenes excellence—a strong writer who is energized by deadlines, loves working with data, and takes pride in organization, accuracy, and collaboration.

### We're looking for someone who:

- Writes clearly, persuasively, and with purpose
- Has experience with grants and the full grant lifecycle
- Enjoys working with databases, reports, and analytics
- Brings initiative, integrity, and a collaborative spirit
- Is passionate about supporting neighbors experiencing food insecurity

**About the White Bear Area Food Shelf:** The White Bear Area Food Shelf has served as a critical resource for families experiencing food insecurity since 1977. Providing food and support to over 6,000 households each month, we work toward eliminating barriers that have traditionally limited access to healthy food for families living on a low or fixed income. Our vision is to end food insecurity in our community.

**Terms:** Part-Time, \$24/hour, 24 hours/week, flexible schedule. Reports to Development Manager.

**Benefits:** Paid Time Off, Simple IRA 3% match, up to \$250/year for continuing education

### Responsibilities:

- **Grants** –
  - Working with the Development Manager, consultants, staff, and volunteers, coordinate the overall grant process ensuring applications and reports are submitted on time.
  - Collaborate with the Development team to strategize approaches, draft applications and reports, review submissions, and submit applications and reports.

- Update and maintain key information and attachments to support strong applications including data, stories, organizational history, narratives, key messages, financial statements, budgets, and tax documents.
- Collaborate with staff, consultants, and volunteers who may provide these materials and support the grant preparation and submission process.
- **Data collection, maintenance, and analysis** –
  - Ensure donor records are up-to-date and maintain a clean database. Support data entry of donations and donor records. Supervise volunteer data-entry support.
  - Review organization’s monthly program, finance, and income statistics ensuring timely completion and accuracy. Conducts monthly and quarterly development KPI analysis.
  - Ensure both program and donor CRMs are set up for food shelf needs, including established grant and donor reports. Liaise with developers on any needed updates/changes. Coordinate database transitions.
  - Research and generate detailed reports to translate data into meaningful information to support planning, prospecting, communications, appeals, recognition, and results tracking.
- **Donor stewardship** - Respond to donor inquiries, review weekly donations (cash, checks, online) and determine acknowledgement and follow-up. Prepare and process gift acknowledgement correspondence.
- **Campaigns, Appeals, Events** – Support the implementation of campaigns, appeals, and events, as needed.

**Qualifications:**

- Strong, proven written communication skills.
- Experience writing grants and with the grant management cycle.
- Experience working with data management and databases.
- Bachelor’s degree in a related field.
- Experience working with non-profits and fundraising preferred.

**All Staff Qualifications:**

- Strong commitment to the mission of the White Bear Area Food Shelf in our drive to provide healthy, choice-based experiences for all neighbors struggling with food insecurity
- A team player that embodies three virtues: humility, hunger, and people-smarts
- Dynamic individual who thrives in high-energy settings that call for flexibility and on-your-feet problem solving
- Person of high integrity who can successfully communicate and receive ideas, questions, and challenges in a highly team-based work environment
- Embraces differences and commonalities across race, gender, ethnicity, sexual orientation, mental and physical ability, religion, age, and social economic class. Enjoys working with people from a variety of backgrounds and cultures and celebrates the unique contributions that neighbors, volunteers, staff, and board members bring to the food shelf.
- Strong work ethic, takes initiative, self-directed

**If you’re ready to combine your writing, data, and development skills to make a tangible difference every day, we’d love to meet you. Send a resume and cover letter to [amy@whitebearfoodshelf.org](mailto:amy@whitebearfoodshelf.org).**