



**Position:** Fundraising Operations Coordinator, Frederick Chapter  
*Full-time, Exempt*

**Posting Date:** October 3, 2024

**Location:** Frederick County, Montgomery County, Carroll County, Maryland  
(Remote/Home Office)

**Expected Annual Salary Range:** 50,000 - \$55,000

## **BACKGROUND**

Blessings in a Backpack mobilizes communities, individuals, and resources to provide food on the weekends for school-age children across America who might otherwise go hungry. Each week, in collaboration with thousands of dedicated volunteers and partners nationwide, we send bags of nourishing food home with children who rely on free and reduced-price meal programs during the school week. In the 2023-2024 academic year, we distributed over 3 million bags of food, making a tangible difference in the lives of countless children and families.

As a national organization, Blessings operates through seven regional chapters and over 1,200 community-driven programs. Our collective impact is supported by a team of employees that work to ensure the success of mission delivery across all locations.

The Frederick Blessings Chapter currently serves over 4,200 children at 30 program sites. Established in 2020, the chapter is led by a managing director and supported by an advisory board comprising business, civic, and community leaders.

Here, you'll find an energetic environment where passion meets purpose, and every action contributes to building a brighter future for our communities' children. Join us in our mission to ensure no child goes hungry on the weekends.

## **POSITION SUMMARY**

**This position requires a home office based in Frederick County, Montgomery County, or Carroll County, Maryland.**

The Fundraising Operations Coordinator of the Frederick Chapter of Blessings in a Backpack will play a pivotal role in supporting the planning, execution and evaluation of fundraising initiatives.

Reporting to the Managing Director, Frederick Chapter, this position requires a candidate with a strong background in fundraising operations, project management, and administrative support. The successful candidate will have a passion for addressing childhood hunger, exceptional organizational skills, and the ability to work collaboratively in a dynamic environment.



## KEY RESPONSIBILITIES:

1. **Fundraising Support:**
  - a. Assist in the development and implementation of fundraising strategies, campaigns, and events.
  - b. Coordinate logistics for fundraising events, including planning, preparation and participant registration.
  - c. Support donor stewardship efforts by maintaining accurate donor records and communications.
2. **Data Management:**
  - a. Manage and update the donor database, ensuring accuracy and compliance with data privacy regulations.
  - b. Generate reports on fundraising activities, donor engagement, and campaign performance.
3. **Administrative Tasks:**
  - a. Provide administrative support to the Frederick team, including scheduling meetings, preparing materials, and managing correspondence.
  - b. Assist with the preparation, including drafting, proofreading and editing, of grant proposals, reports, and fundraising materials.
4. **Collaboration:**
  - a. Work closely with marketing team to promote fundraising initiatives through various channels.
  - b. Collaborate with program staff to align fundraising efforts with organizational goals and priorities.
5. **Analysis and Evaluation:**
  - a. Monitor fundraising trends and analyze data to inform future strategies.
  - b. Assist in evaluating the effectiveness of fundraising campaigns and providing recommendations for improvement.

## BASIC QUALIFICATIONS:

- Bachelor's degree in a related field.
- Strong organizational and project management skills with the ability to manage multiple priorities.
- Proficient in donor management software (e.g., Salesforce, Blackbaud) and Microsoft Office Suite.
- Strong written and verbal communication skills.
- Ability to work independently and collaboratively in a dynamic, fast-paced environment.
- Ability to travel overnight on a limited basis.
- Personal car transportation (mileage is reimbursed in accordance with IRS regulations).
- Valid driver's license.
- Knowledge of and commitment to addressing food insecurity among children.



**BENEFITS**

Medical Insurance, Dental Insurance, Vision, Paid time off (PTO), Paid Holidays, Paid Winter Break, Summer Fridays, FSA Plan, 403(b) Plan

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*Relocation assistance is not available.*

**Interested individuals should send cover letter and resume to [HR@blessingsinabackpack.org](mailto:HR@blessingsinabackpack.org).**

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