

Development and Communications Manager

Food Bank of Siouxland

Classification: Full-time, exempt

Reports to: Associate Executive Director

Job Summary: This position is responsible for events, fund development, communications and public relations.

Duties and Responsibilities

- Lead coordination, soliciting, and reporting on fundraising events, including securing sponsorships, maintaining online registration, and working with the Associate Executive Director, Executive Director, and fundraising committee
- Build relationships with donors and facilitate community outreach
- Lead special programs, including but not limited to Holiday Harvest and Hunger Action Month
- Work with media partners to promote activities of FBS, and develop and track media campaigns
- Developing and maintaining positive relationships with event sponsors and core-recurring donors
- Provide guidance and work side by side with the Development and Communications Associate to develop marketing, communications material, social media, and promotional strategy
- Assist in writing and editing communications coming from the Food Bank leadership team
- Assist the Associate Executive Director and Programs and Administrative Manager to reconcile amounts and categories in the donor database (Network for Good)
- Assist in the production of development campaigns, including direct mail and newsletters
- Assist with development and maintenance of Food Bank of Siouxland branding, marketing and communications, including digital and print materials.
- Other duties as assigned by the Executive Director or Associate Executive Director.

Requirements

- Bachelor's degree in Non-Profit Management, Marketing, Communications or similar field
- Two years of sales, marketing, or development experience preferred.
- Belief in the mission of the Food Bank of Siouxland
- Exceptional customer service skills
- A high level of organization and attention to detail
- Excellent verbal and written communication skills
- Experience Microsoft Office; Canva or similar design program
- Ability to present information concisely and effectively, both verbally and in writing
- Team player with excellent interpersonal skills
- Ability to handle sensitive and confidential information
- Self-motivated; ability to multitask and to work independently
- Strong time management skills
- A sense of humor and a positive attitude

Preferred Qualifications

- Non-profit experience is a plus
- Experience working with local media outlets
- Strong attention to financial stewardship
- Experience with donor management systems

Evaluation:

An annual performance review of the Development Associate shall be conducted by the Associate Executive Director and Executive Director.

Compensation:

Salary is commensurate on experience. The Development Associate will receive benefits as outlined in the Employee Handbook.

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