

**Pay:** \$43,680 – \$52,000 per year

## Donor Relations Associate

**Food Bank of Siouxland**

**Classification:** Full-time, Exempt

**Reports to:** Associate Executive Director

### Job Summary

The Donor Relations Associate is a relationship-driven, development-focused role responsible for building and nurturing partnerships with local retailers, processors, manufacturers, and food suppliers to advance the Food Bank of Siouxland's mission of leading Siouxland in the fight against hunger.

This position is ideal for a collaborative, people-oriented professional who is motivated by meaningful work, continuous learning, and making a measurable community impact. While experience is valued, **strong soft skills, a growth mindset, and the ability to build trust-based relationships are the most important factors for success in this role.**

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### Key Responsibilities

- Develop, strengthen, and steward donor relationships that lead to consistent and high-quality food donations
- Collaborate across departments to coordinate donations, transportation, invoicing, reporting, and donor communications
- Provide professional, responsive, and appreciative customer service to donors, partners, agencies, and coworkers
- Support the development, coordination, and reporting of food rescue and direct-to-agency donation programs
- Coordinate community food drives and donor engagement initiatives
- Work with partner agencies to establish, manage, and expand direct donation opportunities
- Maintain accurate donor records, acknowledgements, and recognition efforts
- Develop and deliver educational materials tailored to potential and current donors
- Assist in developing, maintaining, and communicating food safety procedures for donors and agencies
- Participate in fundraising and community engagement events
- Obtain and maintain required national industry certifications

- Collaborate with Warehouse, Relationships, and Executive teams to ensure alignment and effectiveness
  - Perform other duties as assigned
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## **Required Qualifications**

- Honesty, integrity, and a strong commitment to the mission of the Food Bank of Siouxland
  - **Exceptional interpersonal, communication, and relationship-building skills**
  - Demonstrated customer service mindset with professionalism and understanding
  - Ability to work collaboratively as part of a team while also managing responsibilities independently
  - Strong organizational, time management, and multitasking skills
  - Ability to handle sensitive and confidential information with discretion
  - A positive attitude, adaptability, and a sense of humor
  - Proficiency in donor management systems and Microsoft Office
  - High level of organization and attention to detail
  - Ability to lift up to 40 pounds and comfort working in warehouse or production environments for short periods
  - Willingness to travel regionally during work hours as needed
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## **Preferred Qualifications**

- Bachelor's degree in Nonprofit Management, Business, Sales, Marketing, or a related field
  - Two years of experience in development, sales, marketing, or relationship-based work (nonprofit experience a plus)
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## **Evaluation**

- Annual performance review conducted by the Associate Executive Director
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## **Compensation & Benefits**

- Salary commensurate with experience
- Benefits as outlined in the Employee Handbook, including:

- 401(k)
- Health, dental, and vision insurance
- Paid time off

**Job Type:** Full-time

**Work Location:** In person

**Please send resume and cover letter to Valerie Petersen at [valerie@siouxlandfoodbank.org](mailto:valerie@siouxlandfoodbank.org).**