



Assistant Director of Advancement

Reports To: Director of Advancement and Strategy

Employment Category: Full Time, non-exempt

Benefits: 15 annual days Paid Time Off and nine major holidays off annually with pay

Salary: The base salary is \$58,255, plus a 3% bonus, for a total of \$60,002

A brief overview: At Manna on Main Street, we believe no one should be forced to go without food. That's why we launched a campaign in 2022 to create "A North Penn Where No One Is Hungry." As the largest nonprofit organization working to end hunger in the greater North Penn region of Montgomery County, we have grown in the last four years from serving 5,000 to now over 7,000 of our neighbors every year. Having received numerous awards, including the Hunger Hero Award from Philabundance for being an all-around outstanding partner, Manna is supported by a generous, compassionate community of donors, volunteers and partners. The Assistant Director of Advancement will steward this generosity to ensure Manna has the resources to further its mission and continue to reach more people in need. Join us as we work to end hunger, build community and transform lives—together.

What you will do:

1. Steward a large portfolio of existing donors and cultivate new donors, meeting annual fundraising goals to support Manna's mission and growth
2. Serve as expert on donor data, verifying all donations and completing regular data analysis and reports
3. Function as project manager for Manna's largest annual fundraiser and community celebration
4. Manage external communications to a diverse set of stakeholders
5. Assist with writing grant proposals and reports to philanthropic partners and other grant funders

Education and Experience:

- Bachelor's degree, required
- Minimum of three years in a communication and/or development position, required
- Proven knowledge of donor stewardship strategies, required
- Professional experience in the nonprofit human services sector, preferred

Skills and Abilities:

1. Proficiency with Customer Relationship Management software or proven ability to master new software
2. Ability to represent an organization in a highly diverse community and speak to large and small audiences
3. Highly organized and detail oriented, with ability to work independently
4. Excellent verbal and written communication skills
5. Strong interpersonal and relationship-building skills

Find more information about Manna on Main Street at www.mannaonmain.org.

How to Apply:

Apply by submitting your resume to Sheldon Good, Director of Advancement and Strategy, at development@mannaonmain.org. Expect a response within 3 business days to schedule an interview.