

Job Description

Investor Program Officer | June 2022

The Hunger Project (THP) is a global non-profit organization whose mission is to end hunger and poverty by pioneering sustainable, grassroots, women-centered strategies and advocating for their widespread adoption in countries throughout the world. We operate in 22 countries with 330 staff and have mobilized hundreds of thousands of volunteer leaders worldwide. Our programs throughout Africa, South Asia and Latin America are based on an innovative, holistic approach, which empowers women and men living in rural villages to become the agents of their own development and make sustainable progress in overcoming hunger and poverty.

Current Hunger Project office locations include:

USA: Global Office in New York City, Washington DC, and multiple home offices.

13 Program Countries: Bangladesh, Benin, Burkina Faso, Ethiopia, Ghana, India, Malawi, Mexico, Mozambique, Peru, Senegal, Uganda, Zambia.

9 Partner Countries: Australia, Canada, Germany, Japan, Netherlands, New Zealand, Sweden, Switzerland, United Kingdom.

Position Summary

The Investor Program Officer is a position within a growing U.S. fundraising team that builds and maximizes relationships to support The Hunger Project's vision, mission and programmatic impact. In close coordination with the Associate Director, Engagement, the incumbent is primarily responsible for developing and implementing programs for donor (what we term "investor") groups – including our monthly giving program, individual giving at the \$5,000 and \$10,000 levels, as well as supporting our Planned Giving program.

The position works closely with our fundraising and global communications staff teams to generate unrestricted funds to support The Hunger Project's mission. THP is currently partially working remotely during the COVID pandemic. The Hunger Project requires mandatory vaccination (subject to its availability, local regulations, and legally protected exemption) to safeguard the health of our employees and community partners. This full-time position is based out of THP Global Office, with remote candidates encouraged to apply. The role is exempt for overtime.

Essential Functions

- 1. Development & Implementation of Investor Programs:** responsible for developing, implementing and managing innovative programs to support the stewardship and expansion of mid-level giving groups including, but not limited to, groups at the \$5,000 and \$10,000 level, monthly giving programs, planned giving programs and young professional programs. (60%)
 - Create and implement strategies to expand, steward and upgrade these groups of investors, in partnership with fundraising colleagues.
 - Work alongside a major gifts team to facilitate a smooth transition to major gifts for qualified investors.

- 2. Fundraising Communications:** create and execute marketing and communication plans to cultivate and steward investor relationships, and acquire new investors. (30%)
 - Create and manage the production of program impact reports, appeals, and upgrade materials, as well as all other correspondence and stewardship specific to investor programs.
 - Liaise with and provide project management oversight for integrated marketing vendors to support external communications.
 - Collaborate with the Global Communications department to ensure consistency with global brand and messaging.
 - Lead specific webinars or events designed to cultivate specific investor groups.
 - Curate materials and serve as a hub of program information and content for the US fundraising team.
 - Manage The Hunger Project's profile on key accreditation sites, such as Charity Navigator and Guidestar, as well as third-party giving platforms.

- 3. Program Learning and Administration:** regularly monitor and report on program progress, setting targets and analyzing results to drive future actions (10%)
 - In collaboration with the fundraising administration team, develop core metrics and reports to track progress of investor programs and regularly engage in analysis to continuously improve strategies.
 - Oversee gift acknowledgment process to ensure investors are acknowledged in a timely and appropriate manner.
 - Serve as a core member of the US Fundraising team, participating in event production and other activities as may be requested by the Associate Director of Engagement.

Qualifications

1. Education

- Preferred: BA in fields relating to communications, marketing, or business administration or comparable work experience.

2. Work Experience

- Minimum required: 5 years of work experience in complex organizations with demonstrated track record in donor engagement, customer service, or related field.
- Preferred: Non-profit setting with remote team structure, and experience in a fast-paced environment with a small team.

3. Specialized Knowledge Needed for Job Performance

- Experience with Salesforce or other mainstream CRM.
- Comfort with email marketing platforms preferred.
- Computer proficiency, particularly in Microsoft Office Suite applications such as Excel, PowerPoint, Word, Google Suite and Gmail; smartphone technology. Experience with Adobe Creative Suite products and Slack a plus.
- Comfort with new technologies, and a quick learner.

4. Skills

- Strong interest in storytelling – both hearing stories and creatively telling them.
- Excellent organizational skills with attention to detail, accuracy, ability to be proactive

and meet deadlines and objectives.

- Must have the ability to work effectively and the ability to identify and solve problems independently.
- Resourceful self-starter with demonstrated ability to independently multitask and prioritize.
- Ability to thrive in a creative, inventive, fast-paced startup environment, with people who are passionate about their work and mission.
- Demonstrated experience working cross-functionally with other departments and enjoy bringing people together to achieve a goal.
- Ability to overcome obstacles while keeping a positive mindset.
- Empathic and intuitive to others including the organization's needs with a service-minded work ethic.

5. Other

- High level of confidentiality;
- Ability to work in a varying schedule including nights, early mornings, weekends and holidays as needed (advance notice always given);
- Ability to travel domestically and internationally, and work on multiple time zones, as necessary;
- Commitment to THP's values, including an understanding of and compatibility with our principles and philosophy. The successful candidate will be working with a team who loves what they are doing and feels it is a privilege to be working in service of this mission.

Benefit Highlights

The Hunger Project is pleased to offer a competitive compensation and benefits package, which includes; a cafeteria plan that allows employees to choose from a variety of pre-tax benefits that includes health, dental, vision and much more, retirement savings plan with employer match and contributions, personal time off that increase with tenure, bank holidays, sick leave, flexible work arrangements, an Employee Assistance Program, life and disability insurance, paid family leave, and much more.

How to Apply

Please forward your letter of interest, resume, salary expectations, writing sample and references [PR1] for immediate consideration to apply@thp.org. Please include "**Investor Program Officer**" in the subject line of your email.