



Loaves & Fishes Food Pantry, Inc.  
2050 Lambs Road, Charlottesville, VA 22901  
(434) 996-7868  
[www.cvillefoodpantry.org](http://www.cvillefoodpantry.org)

## Development & Communications Associate

Loaves & Fishes seeks a highly organized, detail-oriented, and creative communicator to join our team as a Development & Communications Associate. This entry-level professional role supports fundraising and marketing efforts while helping raise awareness of the vital role Loaves & Fishes plays locally in alleviating hunger.

### Responsibilities

#### Development & Fundraising

- Partner with the Executive Director to identify and research funding prospects, pursue opportunities, and cultivate and steward current donors.
- Collaborate with the Board's Outreach & Development Committee to create consistent, compelling messaging for donors and potential donors.
- Process and record donations, pledges, matching gifts, and in-kind gifts in Bloomerang CRM in preparation for weekly deposits.
- Draft and send donor communications, including weekly thank-you letters/emails.
- Maintain accurate donor and prospect records; generate lists for the Annual Report, prospect outreach, and Mailchimp segmentation.
- Analyze fundraising audiences and support strategies to sustain annual operating revenue.
- Collaborate with the Board's Outreach & Development Committee to create and market a corporate sponsorship program
- Prepare donor recognition materials, including the Annual Impact Report and fundraising collateral.
- Manage Neighborhood Assistance Program (NAP) tax credit documentation.
- Assist with grant proposals, reports, and fundraising campaigns (i.e., #GivingTuesday, annual appeal).
- Support donor cultivation and stewardship events, including leading pantry tours.

#### Marketing & Communications

- Collaborate with outreach team to schedule, draft, and post content for social media, newsletters, and website.
- Develop media relationships, draft press releases, participate in media interviews, and assist with photography and promotional campaigns.
- Monitor Google and social media tracking and analytics.
- Oversee photo assets, help update website, and develop promotional materials.
- Support the Outreach & Development Committee, including attending meetings and taking minutes.

### Qualifications:

- Exceptional writing, editing, and interpersonal communication skills.
- Bachelor's degree in marketing, communications, nonprofit management, or related field (or equivalent experience).
- Minimum 1 year of related experience in development, communications, or marketing (internships included).
- Highly organized, with the ability to manage multiple projects and meet deadlines.
- Proficiency with Microsoft 365 applications.
- Familiarity with tools such as Mailchimp, WordPress, Canva, or similar platforms is a plus.

Loaves & Fishes is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants for employment based on an individual's race, color, national origin, disability, age, religion, gender, sexual orientation, marital status, or veteran status, or any other status protected by applicable law. Whenever possible, the company makes reasonable accommodations for qualified individuals with disabilities to the extent required by law.

- Ability to analyze, extract, and present data and metrics to inform creative solutions.
- Self-motivated, proactive team player with a strong willingness to learn.
- Ability to multitask in a fast-paced, evolving environment.

**Position Specifications:**

- Full-time (30 hours/week), salaried position reporting to the Executive Director.
- Flexible schedule, including occasional evenings or weekends for events.
- Serves as an ambassador for Loaves & Fishes, confidently sharing our mission with the community.

**Compensation and Benefits**

- **Schedule:** 30 hours/week, hybrid, flexible work hours, occasional weekend events.
- **Wage:** \$21.80-\$25.01/hour
- **Benefits:**
  - 3 weeks Paid Time Off
  - 9 paid holidays plus the week between Christmas and New Year's
  - Health, dental, and vision insurance paid in full by Loaves & Fishes
  - Retirement plan with 3% employer match

To apply, send [application](#) and resume and contact information to [executivedirector@cvilleloaves.org](mailto:executivedirector@cvilleloaves.org).