

**VIRGINIA PENINSULA FOODBANK
JOB DESCRIPTION**

DEPARTMENT: Development

JOB TITLE: Community Engagement Coordinator

REPORTS TO: Director of Development

JOB GRADE: Hourly

PRIMARY RESPONSIBILITIES:

To assist, develop, and manage partnered food and fund drives with local businesses, grocery stores, organizations, schools, civic groups, etc., to maximize food/funds collected for the Foodbank and member agencies. To cultivate new partnered food and fund drive opportunities year round. Provide various levels of support for the projects for the Development Department, to include special events and Feeding America's Cause Marketing Campaigns.

SPECIFIC DUTIES:

1. Develop relationships with current and potential donors to increase awareness about hunger in our community and the need for their support. Review weekly donations to determine which donors to visit.
2. Coordinate multiple community/organization partnered food and fund drives by assisting donors with planning of the details and suggestions (i.e., provide marketing materials, boxes, posters, flyers, etc.) to maximize food/funds collected for the Foodbank and its member agencies
3. Cultivate and establish new partnered food and fund drives.
4. Attend partnered food and fund drives as requested from the community as approved by the Director of Development.
5. Meet and/or achieve Food and Fund Drive monthly budget goals.
6. Develop relationships, communicate, and follow through on Feeding America's Cause Marketing campaigns.
7. Develop and coordinate, under the direction of the Development Director, the planning and management of event logistics, including volunteer and committee recruitment. Provide input regarding publicity/media relations, creative services (graphic and printed materials), ticket sales, and promotions, etc. Assist in creation of new events as appropriate. Provide information for the website and social media to promote events and donor recognition.
8. Attend Feeding America's monthly webinars and any additional webinars that pertain to national food/fund drive campaigns.
9. Assist with tours, speaking engagements, check presentations (in absence of Development Director). Speak on Foodbank's mission at events, businesses, organizations, etc., as needed.

10. Send monthly thank you letters to food and fund drive donors, and/or present selected donors with certificates of appreciation.
11. Update Primarius with any new donor information and/or corrections.
12. Deliver and pick up food and fund drive donations/money containers, if needed.
13. Assist with volunteer placement in absence of Volunteer Coordinator

MISCELLANEOUS:

1. Assist in general development activities and events of the Foodbank as necessary or as required by the Director of Development.
2. Other duties as assigned by the Director of Development.

EDUCATION: Bachelor’s Degree in Marketing, Public Relations, Corporate Communications, Nonprofit Management, Human Services, or related field/experience required.

EXPERIENCE: 2+ years minimum experience in special events coordination, supervisory capacity, and management preferred. Experience with facilitating community-organizing events and food and fund drives.

REQUIREMENTS:

1. Ability to coordinate multiple projects/events and adhere to deadlines in a high-energy, fast-paced environment
2. Excellent organization skills
3. Excellent written, oral and interpersonal communications skills
4. Proficiency in Windows, Microsoft Word, Excel, Access and Outlook
5. Comfortable speaking in front of a group relative to the mission of the Foodbank
6. Knowledge of Raisers Edge and/or other fundraising software, preferred
7. Ability to relate effectively with staff, volunteers, agency representatives, and the general public.
8. Valid Virginia Driver’s License
9. High energy, self-motivated, and flexible
10. Excellent attendance

SPECIAL REQUIREMENTS:

1. Commitment to serving vulnerable populations and ending hunger on the Peninsula and surrounding areas.
2. **MUST be able to work frequent nights and weekends as needed**
3. **Must have personal transportation available at all times**

Virginia Peninsula Foodbank is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.