

**VIRGINIA PENINSULA FOODBANK
JOB DESCRIPTION**

DEPARTMENT: Development

JOB TITLE: Community Engagement Coordinator

REPORTS TO: Director of Development

JOB GRADE: Hourly – Full Time

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, Feeding America's Cause Marketing Campaigns, and the Federation of Virginia Food Banks. This position is responsible for meeting or exceeding an annual fundraising goal of approximately \$325K and securing 500,000 pounds of donated non-perishable food items.

SPECIFIC DUTIES:

1. Commit to understanding and fulfilling Virginia Peninsula Foodbank's mission and vision of *leading the effort of a hunger free and properly nourished community*.
2. Develop relationships with current and potential donors to increase awareness about hunger in our community and the need for their support.
3. Coordinate community/organization partnered food and fund drives by assisting donors with planning of the details, creative suggestions and ideas (i.e., provide marketing materials, boxes, posters, flyers, etc.) to maximize food/funds collected for the Foodbank and its member agencies.
4. Coordinate events related to food and fund drives and special events to include the National Association of Letters Carrier's Food Drive, Statewide Legal Food Frenzy and Mayflower Marathon Holiday Food Drive.
5. Manage community partnerships to include: research, stewardship, on-line Peer-to-Peer Fundraisers, food and fund drive requests and other community engagement activities. Establish and cultivate new partnered food and fund drives.
6. Attend partnered food and fund drive events as requested from the community as approved by the Director of Development.
7. Meet and/or achieve Food and Fund Drive monthly budget goals.
8. Develop relationships, communicate, and follow through on Feeding America's Cause Marketing and the Federation of Virginia Food Bank's campaigns.
9. Provide information for the website and social media to promote events and donor recognition.
10. Attend Feeding America's monthly webinars and any additional webinars that pertain to national

food/fund drive campaigns.

11. Assist with tours, speaking engagements, check presentations (in absence of Development Director).
Speak on Foodbank's mission at events, businesses, organizations, etc., as needed.
12. Prepare and send monthly thank you letters to food and fund drive donors.
13. Update Primarius software with any new donor information and/or corrections.
14. Deliver and pick up food and fund drive donations, when needed.
15. Assist with social media posts as requested.
16. 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, and Human Services preferred, or related field/experience required.

EXPERIENCE: 2+ years minimum experience required in non-profit fundraising. Previous supervisory and/or management experience preferred. Experience with facilitating community organizing events with community partners.

REQUIREMENTS:

1. Excellent written, oral, and interpersonal communications skills.
2. Comfortable speaking in front of a group relative to the mission of the Foodbank.
3. Knowledge of community leaders and familiarity with the greater Peninsula and Williamsburg areas preferred.
4. Must be able to communicate and interact with all individuals while maintaining a professional level of conduct.
5. Ability to coordinate multiple projects/events, adhere to deadlines, and used to working independently in a high-energy, fast-paced environment.
6. Excellent organization skills.
7. Must demonstrate the ability to navigate the internet comfortably.
8. Proficiency in Windows, Microsoft Word, Excel, and Outlook.
9. Knowledge of Raisers Edge and/or other fundraising software, and Peer-To-Peer Fundraising platforms preferred.
10. Ability to relate effectively with staff, volunteers, agency representatives, and the general public.
11. Valid Virginia Driver's License.
12. Must be able to lift 20 pounds.
13. High energy, Enthusiastic, creative, driven, self-motivated, and flexible.
14. Excellent attendance
15. Committed to and passionate about serving vulnerable populations and ending hunger across the greater Peninsula and surrounding areas.
16. MUST be able to work frequent nights and weekends as needed.
17. Must have personal transportation available at all times.

PHYSICAL DEMANDS:

While performing duties of this job, the employee is regularly required to when working in office or warehouse environment. Must be able to work in all weather and warehouse conditions; including refrigerated and freezer spaces.

This job requires that weight be lifted or force be exerted up to 40 pounds when handling inventory, donations, equipment, document and files.

Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.

Distance vision (clear vision at 20 feet or more), peripheral vision, depth perception and ability to adjust focus when operating equipment.

Regularly required to talk or hear when communicating with employees and clients.

Perform duties and work in all types of weather conditions in and out outdoors.

Use hands and fingers to handle, or feel

Reach with hands and arms

The employee frequently is required to stand and or walk for extended periods of time.

The employee must be able to climb or balance.

The employee is occasionally required to stoop, kneel, crouch, or crawl.

General Sign-off: Employees are expected to adhere to all company policies and procedures.

I have read and understand this explanation and the job description.

Position: Community Engagement Coordinator

Employee Print Name: _____

Employee Signature: _____ Date: _____

Supervisor Print Name: _____

Supervisor Signature: _____ Date: _____

*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.*