



**COMMUNITY ENGAGEMENT COORDINATOR
Position Announcement**

Application Dates:

(Note: Resumes will be reviewed on a rolling basis until position is filled or deadline.)

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In our mission to lead the effort to eliminate hunger in our community, the Foodbank has distributed over 291.3 million pounds of food equating to over 242.9 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. During the 2015-2016 fiscal year, the Foodbank distributed over 18 million pounds of food equating to over 15 million meals to the community.

Position Overview:

The Community Engagement Coordinator is a role in the Strategy and Innovations Department at the Foodbank of Southeastern Virginia and the Eastern Shore. The position will collaborate with a team of professionals and volunteers working together to develop and implement comprehensive development strategies focused on strategically stewarding, creating and managing donor relationships that leverage financial and in-kind support for the Foodbank's mission, "leading the effort to eliminate hunger in our community."

This position will focus on implementing food and fund drive activities and community events utilizing all resources of the Foodbank, including volunteers and its Partner Agency resources to increase giving.

The position is responsible for meeting an annual fundraising goal of approximately \$350K and securing 950,000 pounds of donated food products.

Work Hours/Shift:

Monday-Friday; full-time, exempt; some weekend and evening work required for meetings, special events, and out-of-town conferences

Essential Education:



Bachelor's degree in social services, human services, community organizing, and or similar field of study

Essential Experience:

1-3 years of experience in communications, marketing or fundraising with some oversight for managing volunteers. Experience working in nonprofit, human service organization is preferred.

Essential Duties and Responsibilities:

- Manage community partnerships to include: research, stewardship, proposal development, food and fund drive requests and all associated engagement activities.
- Coordinate events related to food and fund drives and special events that have a food/fund drive focus. Events include, but are not limited to, the National Association of Letter Carrier's Food Drive, Mayflower Marathon, and CanStruction.
- Strategically cultivate and engage a portfolio of 200 partnership relationships with individuals, churches and community organizations.
- Use verbal and written communication to educate and engage the public through public speaking opportunities, tours, and correspondence with the media, if appropriate.
- Manage donor information and activity through the use of Constituent Relationship Management software and intra-office communication vehicles.
- Achieve monthly and annual budget and performance goals. This will include donor activity in accordance with the moves management plan.
- Commit to and understand the FSEVA's mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Offer ongoing support for Development team projects.
- Other duties as assigned by officers of the Foodbank of Southeastern Virginia

Requirements:

- Proven ability to work in a professional team environment.
- MS Office - Word, Excel, PowerPoint, Publisher proficiency.
- Excellent written and verbal communication skills.
- Skills in computer applications i.e. word processing and database management.
- Good judgment and discretion.
- Ability to work independently with minimum supervision.
- Ability to organize work, time, and self.
- Skills in problem-solving and trouble-shooting situations.
- Orientation to detail, accuracy, and the meeting of deadlines.



- Ability to work cooperatively and collaboratively with other Foodbank staff and volunteers.
- Ability to present a professional demeanor under a variety of conditions
- Advanced knowledge of CRM databases including Donor Quest or Raiser's Edge.

Travel Requirements: Regular travel for local and regional meetings; periodic travel for out-of-state meetings, conferences and trainings; valid driver's license required.

Physical Demands: While performing duties of this job, the employee may be required to do the following when working in the office or warehouse environment:

- The employee must, at times, lift and/or move up to 20 pounds when handling donations, documents and files in a mixed office and warehouse.
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Regularly required to talk and hear when communicating with employees, donors, and clients.
- The use of hands and fingers are necessary to handle or feel documents and keyboards.

Compensation and Benefits:

A competitive salary with paid time off, matching retirement contributions, and employer-sponsored health benefits for individuals and their families are just a few of the incentives that make this an exciting opportunity.

The Foodbank of Southeastern Virginia and the Eastern Shore 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.

How to apply: If this sounds like the opportunity for you to serve our community and help eliminate hunger, please send a cover letter, resume and 5-year salary history to orfrecruiting@foodbankonline.org