



Community Engagement Coordinator Position Announcement

*Internal Candidates welcome, please provide updated resume along with notice of interest.
(Note: Resumes will be reviewed on a rolling basis until position is filled or deadline.)*

Position Overview:

The Community Engagement Coordinator will collaborate with a team of professionals and volunteers working together to develop and implement comprehensive development strategies focused on 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 organizing community events and significant food and fund drives (\$1,000+) utilizing all resources of the Foodbank, including volunteers and Partner Agency resources to increase giving. The position is responsible for meeting an annual fundraising goal of approximately \$375,000 as well as 650,000 pounds of food through major events such as Mayflower Marathon and larger food and fund drives.

Experience:

The ideal candidate will have 5 years' paid professional experience working in a nonprofit, human service organization.

Candidates must have at least 2 years of paid professional experience in non-profit fundraising and event planning. Experience working in nonprofit, human service organization is preferred.

Work Hours/Shift:

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

Essential Education:

Minimum: Bachelor's degree in business, marketing, public administration or other related field of study is required

Duties and Requirements:

- Manage community partnerships to include: donor research and stewardship, as well as all associated engagement activities for major food and fund drives.
- Lead the successful execution of major events managed directly by the Foodbank – Legal Food Frenzy and the Hunger Heroes Corporate Food Frenzy. This responsibility includes



recruiting firms and corporations, communication to participants, and scheduling key activities for a successful event.

- Serve as Foodbank's lead to support the coordination of 3rd party events including Mayflower Marathon and large 3rd Party Food/Fund drives (\$1,000+) that generate support for the Foodbank. This includes communication with 3rd party organizers, coordination with Foodbank staff, and support around marketing to promote the appropriate events.
- Manage volunteers to support smaller food/fund drives organized on behalf of the Foodbank.
- Strategically cultivate and engage a portfolio of approximately 125 major partner relationships (\$1,000+ annually) with individuals, businesses, and community organizations to achieve the target financial goals. Most of these relationships are related to the Foodbank fundraising events organized by this individual.
- Educate and engage the public through public speaking opportunities and tours.
- Enter and analyze donor information and stewardship activities in the Constituent Relationship Management software, DonorQuest.
- Achieve monthly and annual budget and performance goals.
- Commits to and understands 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.

Essential Skills:

- Proven ability to work in a professional team environment.
- MS Office - Word, Excel, and PowerPoint proficiency.
- Excellent written and verbal communication skills.
- Skills in computer applications i.e. word processing and database management.
- Good judgment and discretion.
- Experience in event planning and fundraising
- Ability to do basic analysis of financial data.
- Ability to work independently with minimal supervision.
- Ability to prioritize tasks and demonstrate efficient time management.
- Demonstrate problem-solving and trouble-shooting skills.
- Demonstrate attention to detail, accuracy, and compliance with deadlines.
- Ability to work cooperatively and collaboratively with other Foodbank staff, volunteers, community organizations, donors, and vendors.
- Aptitude for learning databases (DonorQuest) and online financial systems (Classy).
- Ability to present a professional demeanor under a variety of conditions
- Valid Driver's License



Travel Requirements:

Local travel required. Some overnight travel; less than 10% will be expected.

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 25 pounds when handling donations, documents and files in a mixed office and warehouse.
- Regularly required to talk or hear when communicating with employees and clients.
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Use hands and fingers to handle, or feel and reach with hands and arms.

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.