



Position Announcement  
**Community Engagement Coordinator**  
Application Dates:  
***Internal Posting for Foodbank SEVA Employees***  
***September 24, 2021 – September 29, 2021***  
***External & Internal Posting***  
***September 30, 2021- Until Filled***

**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 support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 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. For up-to-date information on the Foodbank, visit [www.foodbankonline.org](http://www.foodbankonline.org), Facebook, or Twitter.

**Job Description:**

The Community Engagement Coordinator is a role in the Resource Development 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 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.

**Work Hours/Shift:** Monday-Friday; full-time; non-exempt; some weekend and evening work required for special events, and out-of-town conferences.

**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, Donor Quest.
- Achieve monthly and annual budget and performance goals.

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

**Work Experience:**

- Minimum: 3 years of experience in fundraising, event planning, or communications, or fundraising with some oversight for managing volunteers. Experience working in nonprofit, human service organization is preferred.
- Preferred: 5 years' experience working in a nonprofit, human service organization.

**Required skills, Abilities & Certifications/Licenses or Registrations:**

- Proven ability to work in a professional team environment.
- MS Office - Word, Excel, PowerPoint proficiency.
- Excellent written and verbal communication skills.
- Skills in computer applications i.e. word processing and database management.
- Ability to do basic analysis of financial data.
- Good judgment and discretion.
- Experience in event planning and fundraising.
- 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.
- Ability to present a professional demeanor under a variety of conditions.
- Aptitude for learning databases (Donor Quest, Raiser's Edge) and online financial systems (Classy).
- Valid Driver's License.

**Physical Demands:** While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

- This job requires that weight be lifted or force be exerted up to 25 pounds when handling donations, documents and files.
- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Regularly required to talk or hear when communicating with employees and clients.
- The employee frequently is required to stand and or walk for extended periods of time.
- Use hands and fingers to handle, or feel.
- Reach with hands and arms.

**Travel Requirements:** Local travel required. Some overnight travel; less than 10% will be expected.

**Job Type:** Full-time.

**Pay:** Starting at \$19.91 per hour.

To Apply: Visit our website at <https://foodbankonline.org/about-us/careers/>.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at [orfrecruiting@foodbankonline.org](mailto:orfrecruiting@foodbankonline.org).

*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.*