



Job Description

Job Title:	Community Engagement Coordinator
Classification:	Full-Time, Exempt, Hybrid Work Schedule Available
Department:	Development
Reports to:	Corporate & Community Relations Supervisor
Location:	Meridian, ID
Apply:	https://idahofoodbank.org/about/employment/

Job Summary:

The Community Engagement Coordinator is responsible for coordinating and developing The Idaho Foodbank's community events, cause-marketing campaigns, and fund drive activities with guidance provided by the organization's mission, vision, and strategic plan. The Community Engagement Coordinator predominately focuses on managing a portfolio of donors and activities in Southwest Idaho through overseeing and growing third-party events, fundraising events and partnerships, and assisting with food and fund drives. This position will also take the lead in cause-marketing and some partner campaigns statewide.

Principle Duties and Responsibilities:

Third Party, Cause-Related, and Online Fundraising Events

The Community Engagement Coordinator is responsible for coordinating external event activities in partnership with a variety of community partners and collaborating internally with teams and departments to facilitate successful event logistics.

- Assist with defining annual event goals, strategies, timeline, budget, promotions, and recognition opportunities.
- Identify event partners, sponsors, volunteers, and guests.
- Measure event performance to include return on investment analysis and public perceptions.
- Archive event materials for future reference and succession planning.
- Lend support to community partners conducting events on behalf of The Idaho Foodbank.
- As assigned, act as lead in promoting and participating in Feeding America engagement opportunities and campaigns.
- Maintain a calendar of events/drives for planning, coordination, and promotional purposes.
- Cultivate donor relationships for deeper engagement.
- Work cooperatively with internal team members to develop marketing materials, media promotion plans, gift receiving, and donor acknowledgement.

Internal Events

Responsible in part for planning internal fundraising events (A Chefs' Affaire and Empty Bowls) and ensuring goals are met.

Food and Fund Drives

Responsible for managing traditional and virtual fund drive activities and assisting in food drives in partnership with community entities and collaborating internally with teams and departments to facilitate successful event logistics.

- Assist in defining annual fund drive goals, strategies, timeline, budget, promotions, and recognition opportunities focused on participation from corporate and community support in fund drives.
- Manage the virtual food and fund drive web-based environment to capture financial donations.
- Identify, engage and provide excellent customer service and support to food/fund drive partners.
- Work cooperatively with Operations and Volunteer Programs teams to facilitate food/fund drive logistics as needed.

Community and Donor Relations

- Maintain a portfolio of approximately 80 donors and ensure projections are met.
- Respond to donor inquiries and ensure meaningful donor relations.
- Run internal Ambassador Program to increase organizational visibility in the community.

- Identify new organizations, corporate and civic engagement opportunities to advance the work of The Idaho Foodbank in communities statewide.
- Conduct public presentations, informational booths, and/or tours of the warehouse with community groups interested in partnering with The Idaho Foodbank.

Knowledge, Skills and Abilities Required:

- Bachelor’s degree or three years professional experience preferably in Fundraising/Development, events or sales customer service capacity.
- The successful candidate will be professional, self-motivated, individually compelling, and conscientious.
- The position requires that the individual be a good listener with strong communication, writing, analytical and research skills.
- Must enjoy a fast-paced, high-energy environment and be willing to work varied hours and attend off-site events and meetings.
- Strong preference for event and logistical experience.
- Enjoy and have strong public speaking skills
- Capacity to think strategically, as well as creatively.
- Prior experience with Raiser’s Edge or other fundraising database preferred.
- Excellent organizational skills and attention to detail.
- Ability to meet deadlines while managing multiple projects.
- Ability to work both independently and with a team.
- Proficient MS Office Skills required.
- Valid driver’s license and access to a personal vehicle required.

Working Conditions

This work is performed primarily in an office environment including sitting at a computer terminal for extended periods of time. Will involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

All Employees

- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Current COVID Safety Protocols

Wearing masks is optional at The Idaho Foodbank. We have chosen to let employees, volunteers and visitors make the best decision for themselves. Our partners and neighbors are counting on us, and we need to be here to serve them, which means preserving our health is important. We are not limiting group sizes in our facilities or at events, but encourage any employees involved to use their personal judgement regarding any safety protection given the environment where the group will be gathering.

We ask that employees respect those who choose to wear masks. We ask that any employee that is asked to wear a mask when in close contact with another employee, partner or visitor that we honor that request. When working offsite, we ask our employees and volunteers to follow that location’s COVID safety protocols. We may implement additional safety requirements, at our discretion, at any time.

THE IDAHO FOODBANK IS AN EQUAL OPPORTUNITY EMPLOYER.