

Gleaners Community Food Bank of SE MI Job Description

Job Title: Community Partnership Specialist
Reports To: Director, Food Secure Livingston
Department: Operations
Last Updated: January 2020

The Community Partnership Specialist is responsible for nurturing community partnerships, coordinating food drives and stewarding donor relations.

Essential Duties and Responsibilities

1. Represent Gleaners in the community and serve as liaison between the food bank and businesses, schools, government, religious organizations, and other non-profit agencies. (i.e. Livingston Hunger Council). This will include:
 - a. Attending chamber, rotary, and other community meetings to present, inform and build partnerships with members
 - b. Assisting schools in their school food security efforts by setting meetings with staff, administrators, and parents and taking notes of such occasions
 - c. Communicating with local congregations about the current state of food insecurity in the community
 - d. Analyzing community data and reporting information to staff and community members in written and verbal form
2. Coordinate and oversee community food and drives.
 - a. Working with staff in other departments and at other facilities to ensure food drive participants have the necessary materials
 - b. Communicating with participants to maximize their impact
 - c. Scheduling food donation drop offs and pick-ups with a willingness to do them
3. Assist acquisition and stewardship of current, new, and lapsed donors in Livingston County through prospecting and outreach efforts.
 - a. Emailing and calling current donor partners to grow the relationship
 - b. Analyzing information to discover those that have interest and a stake in reaching food security for the community
 - c. Visiting or setting meetings with potential donor partners to explore opportunities for giving
4. Work in collaboration with the Development Department in organizing and overseeing county specific events including but not limited to Gleaners' Iron Chef silent auction.
5. Support overall strategic efforts such as school and healthcare integration by coordinating and participating in meetings and activities.
6. Track and report on monetary donations and food/fund drives efforts for Livingston County.
7. Support other Gleaners Livingston team members and Shared Harvest Pantry operations when necessary.
8. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
9. Other duties as assigned.

Scope of Position:

Budgetary Responsibility:	None
Personnel Responsibility:	None
Access to Confidential Info:	High
Supervisory responsibility:	Moderate
Customer contact:	Donors: High Volunteers: Moderate Food Partners: High Outside vendors: Moderate

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education/Experience

1. Bachelor's degree in a relevant discipline or equivalent experience is preferred.
2. Knowledge and experience with human service institutions, particularly those in the food/hunger relief area is preferred.
3. Requires the ability to work independently.
4. Requires flexibility of scheduling, including occasional evenings and weekends.
5. Requires a valid driver's license and proof of insurance.

Language Ability

1. Excellent verbal and written communication skills with the ability to write routine reports, and correspondence are required.
2. Strong interpersonal skills with all contacts, internal and external, are required.
3. Ability to speak effectively before groups of partners or team members of the organization.

Math Ability

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

1. Ability to proactively address and creatively solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should be proficient in Microsoft Office. Specifically, employee is required to use Outlook and Excel regularly to perform the duties of this job. Familiarity with computerized database.

Equipment

The position requires operation of standard office equipment including but not limited to: Personal computer, printer, and photocopy machine.

Work Environment

The standard work environment is an office setting with standard lighting and varying temperatures.

Physical Demands

The employee must occasionally lift and/or move up to 40 pounds. While performing the duties of this job, the employee is frequently required to speak, hear and use hands. Moderate amounts of walking as well as long periods of sitting or standing are required.