

Gleaners Community Food Bank of Southeastern Michigan Job Description

Job Title: Community Giving Coordinator
Reports To: Community Giving Manager
FLSA Status: Non-Exempt
Department: Advancement
Last Update: July 2021

This position is responsible for supporting the planning and execution of community and corporate fundraising efforts. These efforts include, but not limited to, food and fund drive activities, virtual food drive activities, and most third-party fundraising events. The Community Giving program is an integral part of the overall Gleaners Advancement strategic fundraising plan.

Essential Duties and Responsibilities

- Assist with development, organization, and management of major community food drives & fundraising campaigns including, but not limited to, community organizations, schools, hospitals, and corporate partners.
- Work with Community Giving Manager and other Coordinators to support smaller, ad-hoc drives, as necessary.
- Solicit community organizations, corporations, and other local groups to participate in fundraising campaigns and food drives to benefit Gleaners. Solicitations will be made by phone, email, letter, and in other ways as deemed appropriate.
- Provide ongoing and engaging stewardship to ensure donor retention.
- Develop all written materials and mailings for fundraising campaigns and food drives. Prepare and deliver information and materials to participating groups.
- Work closely with communications team to promote fundraising events and food drives through social media, web site, PR.
- Work with Community Giving Manager to schedule and execute drop-offs of donation materials and pickups of food and monetary donations.
- Drive Gleaners vehicle to assist with fundraising events and food drives in the community, as needed.
- Collect all essential information from donors for receiving of monetary and food donations.
- Ensure proper acknowledgement of monetary and food donations by preparing and sending thank you letters to donors.
- Accurately organize and track activities providing weekly status reports and results before, during, and after each fundraising and food drives event.
- Assist with coordination and execution of virtual food drives.
- Provide input in the goal-setting process for major fundraising and food drive campaigns.
- Represent Gleaners as needed at community fundraising and food drive events.
- Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
- Other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements 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

- Bachelor's Degree required.
- Strong interpersonal skills: both written and verbal.
- Must be able to demonstrate initiative, problem solving and sound judgment skills.
- Social media campaign skills desirable.
- Knowledge and experience in organizing and conducting a wide range of activities that involve establishing and maintaining projects, campaigns, and communicating results.
- Demonstrated ability to manage multiple projects at a time and manage time effectively.
- Minimum of 2-3 years' experience, preferably with fundraising or donor contact experience.
- Customer service experience preferred.
- Must be available after hours and on weekends as needed.

Language Ability

Strong verbal and written communication skills are required. Strong interpersonal skills with all customers and contacts, internal and external, are required.

Math Ability

Ability to use spreadsheets for performance tracking and variance analyses.

Reasoning Ability

Ability to create and interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to escalate donor or workload concerns to Community Giving Manager appropriately.

Computer Skills

To perform this job successfully, an individual will have a thorough working knowledge of the Microsoft Office suite of products and be able to understand and apply basic principles of database entry, look-up, and retrieval of information via reports. Person should be fluent in MS Excel, Word, Outlook and/or similar tools. Data base knowledge preferred. Raiser's Edge NXT experience desirable.

Certificates and Licenses

Valid driver's license, proof of insurance and clean driving record.

Work Environment

The employee will regularly be required to perform duties in a wide variety of settings (i.e., warehouse or industrial environments, office, outdoors, other corporate settings.) The job will regularly require work away from the office, driving, standing, or walking from place to place, and lifting and sorting food up to 50 pounds. When in an office, the standard work environment has fluorescent lighting and temperature and humidity controlled by air conditioning and heating. The noise level in the office work environment is usually low.

Physical Demands

The employee may need to lift and/or move up to 50 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 regularly required.