

## **Gleaners Community Food Bank of Southeastern Michigan Job Description**

**Job Title:** Community Giving Program Manager  
**Reports To:** Director of Donor Engagement  
**FLSA Status:** Exempt  
**Department:** Advancement  
**Last Update:** Draft November 2021

The Community Giving Program Manager is responsible for the development and the execution of the plan to increase the amount of food and money raised annually through community giving. The Community Giving Program Manager is also responsible for the day to day operations of food drive activities and the supervision of the Community Giving team.

### **Essential Duties and Responsibilities**

- Cultivate relationships with community groups, corporations, schools, and other donors who are interested in hosting food drives and third-party fundraisers for Gleaners
- Provide structure and growth strategy for donors through physical food drives, virtual food drives and other outreach efforts
- Responsible for managing incoming donor requests related to food drives, virtual food drives, and community fundraisers
- Assist with all new Community Giving campaigns, including development of program goals and written materials, preparation of budgets and contacting businesses
- Oversee the logistics related to food drives to ensure that all components are executed in an efficient, effective, and meaningful manner.
- Oversee all administrative functions related to community giving, including but not limited to: updating raiser's edge database, maintaining an appropriate inventory of food and fund drive supplies, budgeting, task planning, and status reporting
- Steward corporate partners and work with fellow Advancement team members to create and communicate holistic engagement opportunities to maintain and upgrade annual giving in support of aggressive growth goals.
- Foster a positive work environment that encourages communication, engagement, and cross-functional teamwork.
- Maintains staff by recruiting, selecting, orienting, and training employees, developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees; planning, monitoring and appraising job results; conducting training; enforcing policies and procedures.
- Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities
- Other duties as assigned.

## **Scope of Position**

Budgetary Responsibility: Moderate  
Personnel Responsibility: Moderate  
Access to Confidential Info: Moderate  
Supervisory responsibility: High  
Community contact: Donors: High;  
Volunteers: High;  
Food Partners: Low  
Food Donors: High;  
Other community reps: High

## **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**

- A minimum of three years of supervisory experience.
- A demonstrated service leadership style with an emphasis on customer service.
- Previous experience working in a collaborative team environment with both internal and external key stakeholders.
- Previous experience working with diverse populations.
- Previous non-profit experience working with donation drives, fundraisers or similar donor engagement is preferred.
- Associates degree required; Bachelor's degree preferred
- Two or more years of non-profit experience working with donation drives, fundraisers, or similar donor engagement is preferred.
- This position may include evenings and weekends.
- This position requires driving a Gleaners vehicle on occasion (driving responsibilities require no special licensing).
- Must have valid driver's license and excellent driving record, as well as proof of car insurance

## **Language Ability**

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

## **Math Ability**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

## **Computer Skills**

To perform this job successfully, an individual should 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 and/or other means of exporting data.

**Equipment**

The position requires operation of standard office equipment including but not limited to: personal computer, printer, fax machine, electric pallet jack and telephone.

**Work Environment**

The employee will occasionally be required to perform duties in a wide variety of settings (i.e. Warehouse or industrial environments, outdoors, other corporate settings.) Occasionally the job will require six to ten hours of off-site work, primarily standing or walking from place to place.

**Physical Demands**

The employee must occasionally 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 occasionally required.