Job Title: Community Giving Specialist

Reports To: Community Giving Manager

FLSA Status: Non-Exempt

Last Update : October 2025

Position Summary

The Community Giving Specialist is responsible for stewarding corporate and individual donors in the community giving space and supporting the planning and execution of community and corporate food drive and fundraising efforts. The Community Giving team is a part of Gleaners' Advancement Department and works to impact the Department's overall $18M+ fundraising goal.

Essential Duties and Responsibilities:

- Works with the team on all components of the creation, execution and oversight of community food and fund drives.
- Responsible for donor relations work, which includes cultivating and stewarding of community giving donors through ongoing communication and engagement to maintain and grow relationships.
- Represent Gleaners in the Southeastern Michigan community and serve as liaison between the food bank and businesses, schools, government, religious organizations, and other non- profit agencies.
- Communicate organization mission effectively at supporter events and meetings.
- Lead collaboration initiatives with volunteer team to investigate corporate partner prospects.
- Support other Advancement and Operations team members when necessary.
- Demonstrate and support the Gleaners' mission, vision and values throughout all professional responsibilities and activities.
- Foster a culture of professionalism, team cohesion and accountability.
- Support open and transparent communication.
- Other duties as assigned.

Education/Experience

- Bachelor's degree in relevant discipline or equivalent experience.
- Minimum of 4 years' experience in fundraising, customer service, project management or similar.
- Knowledge and experience with nonprofits, community service organizations or foundations.
- Demonstrated project management experience in a wide range of activities and fundraising campaigns.
- Ability to work occasional evenings and weekends.

Required Skills/Abilities

- Passion for Gleaners' mission and commitment to community service, with strong sense of resource stewardship
- Excellent problem-solving, communication, and organizational skills.
- Ability to work independently and in a team environment.
- Self-directed, self-motivated, detail-oriented
- Strong sense of urgency and demonstrated initiative
- Ability to manage multiple and competing priorities
- Excellent interpersonal skills with demonstrated ability to build relationships and partnerships across a wide range of stakeholders

Technology Skills/Abilities

- Proficient in Microsoft Office 365; specifically, employees are required to use Outlook as well as Excel, Word, Power Point and Publisher as they are regularly used to perform the duties of this job.
- Familiarity with virtual meeting platforms (Teams, Zoom, etc.)

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Gleaners Community Food Bank is an Equal Opportunity Employer.

Gleaners Community Food Bank of Southeastern Michigan is committed to a diverse, equitable and inclusive environment where all team members, volunteers, leaders, board members, and guests feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation, disability, education, or any other identity.

We are committed to being nondiscriminatory and providing equal opportunities for employment, volunteering, and advancement in all areas of our work.

We respect the value that diverse life experiences bring to our team, leadership, and board. We are committed to modeling diversity, equity, and inclusion and maintaining fair and equal treatment for all.

Acknowledgement

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.

Employee Signature: _____ Date: _____