Position: Community Engagement Coordinator

Reports to: Development Manager over Corporate Relations and the Chief Advancement Officer

Status: Non-Exempt, Full-time with some weekends and evenings required.

Position Description: The Community Engagement Coordinator is responsible for all Cause-Related Marketing and for coordinating Fund and Food Drives for the Food Bank.

Essential Duties and Responsibilities

• Meet the Food Bank’s fundraising goals by recruiting businesses, groups, schools, and individuals to host fund and food donation drives including all logistics, correspondence and acknowledgements by letter. Coordinate across multiple Food Bank departments, the logistics, set up, and volunteers for community-wide food drives.

• Track results of fund and food drives in Salesforce Management System as well as a separate spreadsheet. Prepare weekly metrics. Track DIF sheets, maintain records and acknowledge.

• Develop and expand local Cause-Related Marketing (CRM), which we brand as Campaigns for Our Cause. Run local campaigns such as Restaurant Week, Spread the Love, Spring for Meals and Food 2 Families. Increase local involvement on national CRM campaigns, such as Walmart’s Fight Hunger, Spark Change.

• Keep detailed notes and track budgets, sponsors, timeline, and results of each CRM Campaign.

• Oversee the Food Bank’s young professional group, Friends of the Food Bank. Assist with Hops for Hunger and other events as determined, organize monthly meetings and work on promotion and recruitment for the auxiliary.

• Work closely with the Communication Team to prepare marketing materials for Fund and Food Drives and Campaigns for Our Cause. Provide information for Nourishing News, the monthly e-newsletter, and Food for Thought, the Food Bank newsletter. Provide details and overview information for the drafting of articles, press releases, fliers and social media. Post to Instagram and be available for on-camera interviews. Oversee the updating of the website pages for Fund and Food Drives and Campaigns for Our Cause.

• Work closely with the Manager of Volunteer Services and Events Manager to assure appropriate staffing of trained volunteers for Food Bank events related to Young Professionals, Fund and Food Drives, and Campaigns for Our Cause.

• Work with Development Manager and Event Manager to identify sponsorship opportunities and match corporate sponsors with events and programs as applicable.

• Assist the Development Team with special events.
• Other duties as directed by the Chief Advancement Officer or CEO.

Qualifications:

• Strong oral and written communications skills.
• Strong organizational skills and attention to details.
• Proficient computer skills, including experience in word processing, spreadsheets, desktop publishing and contact management software, such as Salesforce.
• Knowledge of event planning.
• Excellent customer service skills.
• Ability to work on multiple tasks.
• Ability to work independently and as a team player.
• Ability to work with diverse group of people.
• College degree preferred.

Additional Requirements:

- Valid Oklahoma driver’s license, insurance, and use of personal vehicle.
- Must be available for occasional weekend and evening work.
- Must be able to perform the essential duties and responsibilities with or without reasonable accommodation.
- Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 40 lbs., perceive depth, sit for extended periods, use a computer, work with others, work alone, work protracted or irregular hours and travel by car, van, bus and airplane.

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