

Job Title: Community Engagement Event Coordinator

Department: Development

Reports to: Corporate & Community Relations Manager

Job Status: Full-time, 8:00-4:30, with evening and weekends as needed

Location: Santa Rosa, CA

Position Summary: The Community Engagement Event Coordinator (CEEC) is the face of the Redwood Empire Food Bank (REFB) with the community at large. As such, they are professional, articulate and reliable in nature. The CEEC works strategically to promote and increase the success of all food and funds drives by working closely with community partners to foster engagement, while raising vital capital for the REFB; coordinate seasonal and ongoing food and funds drives, help create and execute fundraising campaign plans, provide excellent customer service to all members of our community wishing to engage in our mission, and represent the REFB at third party benefit events.

Furthermore, the CEEC actively seeks out and promotes third party benefit events that raise funds and awareness for the REFB. They work with a variety of community donors, ranging from children to winery executives, to plan and execute these important events. They also help coordinate small to large scale REFB community engagement and fundraising events.

Our goal is to grow both the food and funds drive and benefit events portfolios in this coming year, so the CEEC should be someone who is constantly looking for improvement through innovation. They should be calm under pressure and have experience managing a fast-paced schedule with a positive attitude and grace.

DUTIES AND RESPONSIBILITIES

- Meet challenging fundraising goals through two primary functions: Food and funds drives, and third party benefit events.
- Create plans, schedules and strategies for efficient and effective food/fund drives and benefit events.
- Coordinate efforts with volunteer, development and warehouse staff.
- Create and maintain all food drives (including Virtual Drive) and events information in a database.
- Help launch and then coordinate the *Sonoma County Neighborhood Food Project*.
- Generate orders, summary reports and results using Primarius and Excel.
- Help create and monitor budget and goals for food/funds drives and benefit events.
- Develop and cultivate relationships with current and prospective donors to educate them about food drive participation while communicating the mission, vision, goals and needs of the REFB.
- Attend community outreach events to represent the REFB.
- Assist in updating, creating and producing new promotional material, both print and online.
- Generate food drive related mailings to current and new food/funds donors.
- Using Primarius, Word, and Excel generate acknowledgment/thank you letters and other correspondence.
- Solicit potential donors for gifts, both in-kind and monetary.
- Innovate new ideas to increase community participation and REFB visibility.
- Become an experienced user of all donor software.
- Survey food and funds drive hosts to ensure that the REFB provides positive experience for donors.

- Strategically seek out new benefit event opportunities and work to support these events.
- Cultivate relationships with current benefit event hosts to ensure continued participation.
- Other administrative and development duties as assigned.
- In the event of a disaster, all REFB staff are expected to be available for work once they have secured the safety of their homes and families.

QUALIFICATIONS AND SKILLS

- Bachelor’s degree or equivalent experience required.
- Goal-driven fundraising experience required.
- Strong PC skills including knowledge of MS Windows, Office, and database management experience.
- Strong interpersonal skills and ability to establish and maintain good working relationships with colleagues, supporters, community groups, and the public with a high degree of tact and diplomacy.
- Excellent organizational and analytical skills.
- Effective communicator, including exceptional writing skills.
- Ability to interact well with individuals from a variety of socioeconomic backgrounds in a culturally diverse environment.
- Ability to work independently in a fast-paced and demanding environment using good judgement skills, while providing excellent customer service.
- A strategic thinker who enjoys working in a fluid environment that fosters transparency and adaptability.
- Ability to multi-task and prioritize projects.
- Ability to drive REFB vehicle and load and unload barrels and totes using pallet jacks and hand trucks.

HOW TO APPLY

If you are interested in joining the Redwood Empire Food Bank team and have the required qualifications listed above, we look forward to hearing from you! Please submit to **refb.jobs@gmail.com** with the subject line “Community Engagement Events Coordinator – [your last name]”: (1) a cover letter explaining why you are interested in this position, (2) your resume, (3) salary requirements, and (4) a writing sample demonstrating your exceptional writing skills.