

Weld Food Bank
Job Description
Community Engagement Manager
Rev. 6/22

Reports to: Chief Development Officer

Position Summary: Responsible for leveraging community involvement processes and programs that build trust and partnerships with strategic community stakeholders and the public to enhance Weld Food Bank's fundraising and event returns and enhance the Weld Food Bank's reputation as an outstanding nonprofit investment.

Funds Development

- Meet or exceed fundraising goals for assigned campaigns or projects
- Create collaborative and strategic community relationships
- Partner with the Chief Development Officer and Senior Community Engagement Manager to strategize prospects, methods, and personnel
- Research and identify new businesses to recruit and get involved with the food bank's work
- Research and identify new service clubs to recruit and get involved with the food bank's work
- Develop and nurture relationships with business and community donors and prospects
- Monitor, mine, and steward donor data to accomplish assigned objectives
- Manage assigned campaigns, working in tandem with the other team members as needed
- Integrate volunteers with fundraising opportunities, and vice-versa
- Support all food bank program and fundraising initiatives and events as assigned

Event Management

- Work closely with Senior Engagement Manager to set shared business and select event revenue goals
- Responsible for overall planning, management, recruitment and implementation of Compete to Beat Hunger competition

- Manage and/or support special events planning and implementation for Weld Food Bank such as donor recognitions, fundraisers, conferences and event marketing. Event and promotion assignments will be made annually as part of the Development Plan.
- Consult with and support any staff members planning a Weld Food Bank sponsored event or fundraiser (conferences, recognition, etc.)
- Consult with outside groups and businesses doing fundraising events to benefit Weld Food Bank.
 - Provide them with assistance as appropriate (ideas, marketing materials, posters, etc.)
- Recruit and lead assigned event committees
- Recruit in-kind donors and event sponsors
- Follow up each event with an event evaluation meeting with appropriate staff and community members
- Work with Communications Manager on publicity for events
- Maintain and Coordinate Agency-wide Calendar of happenings
- Adhere to Weld Food Bank Core Values

Qualifications:

- Bachelors degree (or equivalent work experience) and 3-5 years of experience in Fundraising, Sales, Relationship Management, or similar functions
- Proven history of planning and executing fundraising events
- Excellent communication skills; the ability to influence people and get them to respond
- Good computer skills, including CRM software, word processing, and spreadsheets
- Effectively build relationships of trust and sustainability
- Strong Public Speaking skills
- Ability to work independently, yet be a part of a larger team
- Excellent organizational and time management skills
- Flexible and adaptable personal style
- Strong belief in Weld Food Bank's mission
- Valid Colorado State Driver License

Please Note: *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time with or without notice.*