



LOAVES & FISHES
Groceries for Neighbors in Need

Job Title: **Volunteer and Food Drive Coordinator**

FLSA Status: Full time Exempt

Reports to: Marketing and Events Director

Revision Date: July 14, 2020

POSITION SUMMARY:

Reporting to the Marketing and Events Director, the Volunteer and Food Drive Coordinator oversees the development and operations of the Loaves & Fishes Volunteer and Food Drive programs. Working in conjunction with all departments, the Coordinator is responsible for volunteer recruitment, retention, supervision, and recognition of volunteers to meet identified operational and program needs. This position will also mobilize and schedule resources to facilitate food drive events, developing and fostering relationships with businesses, faith-based organizations, schools and other entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Volunteer Coordination and Recognition

1. Identify, recruit and place volunteers as needed throughout Loaves & Fishes. Process volunteer requests and arrange for orientation and training with appropriate staff.
2. Respond promptly to volunteer inquiries, providing confirmation and follow up communications.
3. Maintain volunteer contact information, job descriptions, schedules, hours, and other identified volunteer information.
4. Recruit volunteers to assist with food drives and special events.
5. Maintain the phone center schedule.
6. Maintain volunteer opportunities on website.
7. Attend volunteer recruitment fairs as needed.
8. Plan and execute the annual Volunteer Appreciation event and appropriate volunteer recognition throughout the year including volunteer newsletters, thank you notes, certificates, etc...
9. Through social media, promote volunteer and food drive opportunities as well as recognize volunteers and food drives, working with the Marketing and Events Director to ensure consistent messaging.
10. Order and distribute branded apparel for volunteers and staff.
11. Use Raiser's Edge to maintain database of volunteers.

Food Drives

12. Serve as the primary contact for scheduling of delivery of food drive supplies and pickups. Maintain food drive contact information and schedule. Respond promptly to food drive inquiries.
13. Serve as the lead in planning and executing large county-wide food drives such as Scouting for Food and the National Association of Letter Carriers.
14. Serve as support to external constituents engaged in supporting Loaves & Fishes through corporate, civic, faith based, school, etc... food and fund drives.
15. Plan and execute appropriate food drive recognition throughout the year (i.e. certificates for school food drives, etc...)

Other Responsibilities

16. Provide support for special events and appeals as assigned.
17. Serve as staff liaison to Board committees as assigned.
18. Engage in continuous learning to increase skills and knowledge to fulfill the Loaves & Fishes' mission and to stay informed of internal and external trends impacting the organization.
19. Adheres to the Association of Fundraising Professionals Code of Ethics and Donor Bill of Rights.
20. Attend staff meetings/trainings and other meetings as required.
21. Represent Loaves & Fishes as required by the Executive Director.
22. Participate in and support Loaves & Fishes' Fund Raising Efforts.

QUALIFICATIONS:

1. Bachelor's degree in related field preferred or equivalent combination of education and experience.
2. Previous professional experience in the nonprofit sector with two or more years of volunteer management or fundraising experience.
3. Experience with maintaining accurate records, coordinating schedules/calendars and creating and following administrative processes and procedures.
4. Experience doing data entry and management with volunteer software, Raisers Edge or other complex database program or constituent relationship management software.
5. Strong organizational, social media and technology skills.
6. Exceptional interpersonal, oral, written, and presentation skills.
7. Dependable and punctual team player.
8. Positive, "can-do" attitude, flexibility, and detail oriented; high degree of initiative and an ability to manage and prioritize multiple tasks and projects at a time.
9. Strong customer service skills, ability to communicate calmly with patience and kindness.
10. Ability to work with sensitivity, empathy and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
11. A passion for the mission of Loaves & Fishes is essential.

To apply, please use Volunteer Coordinator in the subject line and email a cover letter and resume to HR@loavesandfishes.org.