



## **BUILDING A HEALTHY AND HUNGER-FREE TULARE COUNTY**

### **Community Engagement Director**

- o **FULL-TIME, SOME WEEKENDS AND EVENINGS, FLEXIBLE SCHEDULE**
- o **SALARY: \$65,000-70,000 DOE**
- o **LOCATED IN EXETER, CA**

#### **ORGANIZATIONAL DESCRIPTION**

FoodLink for Tulare County has been the local, independent food bank for over 40 years. Every year, FoodLink distributes millions of meals to over 70 food pantries, schools, and organizations throughout Tulare County, providing food to seniors, children, individuals and families in need. In addition, FoodLink's diverse programs in nutrition education, food waste recovery, community empowerment, advocacy, and food systems change all work together towards a healthy and hunger-free Tulare County.

#### **MISSION STATEMENT**

FoodLink is committed to promoting equitable and dignified access to nutritious, healthy food while also addressing the root causes of hunger through education, advocacy, and food systems change.

#### **ORGANIZATIONAL VALUES**

Trust, Collaboration, Respect, Compassion, Food with Dignity.

#### **POSITION DESCRIPTION**

The Community Engagement Director is responsible for leading, growing and evolving all community engagement efforts, including volunteer recruitment, donor relations, and fundraising. The position works with all divisions of Food Link Programs, the Executive Director, and Board of Directors to develop strategic plans for reaching the organization's fundraising goals, including but not limited to giving programs, events, donor relations & cultivation, marketing, campaigns, and media communications.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Strengthen community connection to FoodLink by building engaged and passionate volunteers from throughout Tulare County.
- Cultivate and grow donor relationships for sustained giving.
- Identify and prioritize fundraising needs.
- Create meaningful volunteer experiences, programs and tracking.
- Recruit volunteers.
- Partner with Foodlink departments to ascertain needs, and develop volunteer experiences to meet those needs.
- Responsible for the processing, orientation, assignment, training and oversight of volunteers and interns
- Collaborate with Co-Executive Directors on grant projects.

- Manage events requiring significant volunteer recruitment and oversight (i.e. food drives, Stuff the Trolley, and Food Day).
- Maintenance and management of a comprehensive database system of all prospective and actual volunteers & donors.
- Provide reports on volunteer activities and outcomes.
- Address complaints and resolve problems related to volunteers.
- Maintain a schedule of volunteer recruitment opportunities and events.
- Design and implement appropriate ways to thank, recognize and honor volunteers & donors.
- Develop metrics to assess the effectiveness of current and future fundraising strategies.
- Represent FoodLink at outreach & fundraising events, donor meetings, and public speaking engagements.
- Collect client and volunteer stories and photographs for use in annual reports, website, blogs, and social media posts.
- Lead all written and digital marketing efforts, including social media posts, website updates, and the development of promotional materials.
- Manage fundraising communications with Board of Directors and fundraising committee.

#### **QUALIFICATIONS & REQUIREMENTS:**

- Passion for and commitment to FoodLink's mission and guiding values.
- Bachelor's Degree in social services, communication, business or related field.
- 2+ years of experience working with low-income residents in a public service organization.
- Community organizing and outreach experience.
- Excellent computer skills including advanced competency with QuickBooks, and the Microsoft Suite including Word, Excel, Outlook, and PowerPoint.
- Ability to effectively use methods of collecting, organizing and presenting data and information.
- Superior interpersonal, written and verbal communications skills.
- Excellent organizational and prioritization skills, attention to detail, and project management with ability to meet deadlines and flexibility to adapt to changing needs.
- Strong work ethic with an orientation towards creativity, constant growth and innovation, and process improvement.
- The ability to deal tactfully, respectfully, and effectively with staff and volunteers, community organizations and the public, including people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles.
- Must be able to work evenings and weekends.
- Must have valid California Driver's License, clean driving record, and use of personal vehicle.
- Familiarity with Tulare County, its culture, population, and needs.
- Experience with database management.
- Ability to work independently and within a collaborative team environment.

## **OTHER SKILLS & QUALIFICATIONS**

- Strong leadership skills
- Commitment to FoodLink's core values of trust, collaboration, respect, compassion, and food with dignity.
- Maintains confidentiality and discretion of sensitive information
- Maintains professional and respectful appearance and demeanor when representing FoodLink in the community
- Detail-oriented, efficient and organized
- Basic filing and record-keeping abilities
- Strong follow-through to complete daily tasks
- Provides services with dignity, including services to coworkers and volunteers, customers, clients, and vendors without regard to race, creed, color, sex, or familial status
- Exhibits conscientiousness toward time, schedule, and resources available at FoodLink

## **PHYSICAL DEMANDS**

- Regularly required to stand, walk, reach, use hands
- Able to lift and carry up to 20 lbs
- Regularly required to get in and out of trucks and drive
- Occasionally required to stoop, kneel, and crouch
- Requires outdoor work, sometimes in adverse weather conditions

## **POSITION DETAILS**

- Reports to Co-Executive Directors
- Full-time, flexible schedule with some evenings and weekends
- Office is located in Exeter, California, with frequent travel to networking events and meetings, open to working from other locations
- Salary: \$65,000-70,000, DOE
- \$50 monthly cell phone allowance
- Opportunities for professional development and career mentorship
- Health, dental, vision benefits, retirement, life insurance, sick leave and vacation

FoodLink for Tulare County is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, housing status, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. Additionally, we will not discriminate against any employee, volunteer or client engaging in civil rights activities. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.

**Certification:**

By signing below, I hereby acknowledge receipt of this job description. I have been allowed to ask and have received answers to any questions I had regarding the job description. I fully understand this job description. I understand that my employer may revise this job description at his/her discretion, at any time. Furthermore, I also understand that my employer may assign additional job duties as needed.

*If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position:*

I certify that I am fully qualified to perform the position described and can, with or without accommodation, perform the essential functions of the position. I also understand that employment with the Organization is considered "at-will". As an at-will employee, neither I nor the Organization is committed to continuing the employment relationship for any specific term. Either I or the Organization may terminate the employment relationship at any time, with or without cause and with or without notice.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_