

**EASTERN ILLINOIS FOODBANK  
JOB DESCRIPTION**

JOB TITLE: Community Relations Coordinator

REPORTS TO: Development Relations Manager

STATUS: Full-time, Exempt

HOURS: Monday – Friday as scheduled, Evenings and weekends as needed

PRIMARY FUNCTION: Responsible for planning and managing Eastern Illinois Foodbank events and volunteer program, while supporting overall development efforts.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Events/Marketing**

- Plan, coordinate, manage and attend all events, third-party fundraisers and food drives to benefit Eastern Illinois Foodbank.
- Solicits necessary sponsors, prizes and participants, working with staff to enter data, acknowledge donations and contributions, ensuring appropriate recognition
- Develop annual calendar of events and solicitation, in addition to marketing, promotion and media plans for all events in coordination with the VP of Development and the Development Relations Manager
- Conduct post-event analysis and generate accurate and timely internal event reports for EIF leadership, staff and board
- Represent the Foodbank at community events, public speaking opportunities, media interviews as directed by the Vice President of Development
- Ensures third-party event policies are being adhered to and meet the requirements for maintaining the EIF brand
- Clearly articulate the mission of Eastern Illinois Foodbank

**Volunteers**

- Develop, implement, and analyze volunteer policies and procedures consistent with volunteer program goals and make program modifications as necessary
- Recruit, train, and manage individuals and groups volunteering in a variety of support functions
- Manage and train volunteer leaders and marketing/development interns
- Design and create content for volunteer e-newsletter, web pages and other outreach materials to promote volunteerism and participation in community events in compliance with EIF's brand identity.
- Cultivate volunteer relationships and proactively identify opportunities for increased engagement
- Consistently and accurately track, analyze, and recognize volunteers and community events
- Support and recognize external groups operating community-based drives and special events for the Foodbank

Deal tactfully and respectfully with donors, community organizations, fellow staff members, agencies and volunteers to maintain effective and positive relations.

Other duties and special projects as assigned.

**EIF Internal Relationships**

- Work with operations and partnership staff to identify volunteer needs
- Works with Foodbank staff to coordinate and run successful events and campaigns
- Works with Foodbank staff to build community awareness and cultivate relationships
- Works with administrative staff to ensure timely and accurate record keeping

**QUALIFICATIONS:**

### Skills, Education, Experience and Attributes

- Four-year degree strongly preferred in Business, Marketing, Communications or other related field
- 1-2 years experience in an external-facing role (communications, community outreach, volunteer management, sales, etc.)
- Working knowledge of Microsoft Office, social media and database systems. Experience with graphic design is helpful
- Demonstrated oral and written communication skills, in addition to public speaking skills
- Friendliness and professionalism
- Ability to work with diverse populations
- Strong organizational skills and ability to handle multiple tasks
- Creativity and thoughtfulness in problem solving
- Accountability and autonomy in decision-making
- Ability to work independently in a team-based environment
- Compassion and sense of humor