



## Job Description

JOB TITLE:	Volunteer Coordinator
REPORTS TO:	Marketing & Communications Manager
STATUS:	Full-Time Exempt
HOURS:	Monday-Friday as scheduled; Weekends as needed.
SUPERVISORY ROLE:	No
NO. OF DIRECT REPORTS:	0
TRAVEL REQUIRED:	0-15%

### PRIMARY FUNCTION:

Responsible for providing professional support in fundraising and volunteer coordination and assisting with donor cultivation to increase existing and new relationships.

### PRINCIPAL DUTIES & RESPONSIBILITIES:

- Cultivate volunteer relationships and proactively identify opportunities for increased engagement
- Coordinate volunteer needs for special events
- Serve as the primary host at food repackaging events and ensure a hospitable and positive experience for volunteers
- Work with operations staff to identify volunteer opportunities to support the Foodbanks mission
- Participate in community events and speaking engagements to recruit volunteers and educate the community about volunteer opportunities
- Identify volunteers with capacity to donate to the Foodbank
- Develop and implement cultivation strategies and maintain a portfolio of volunteer/donor prospects
- Maintain volunteer best-practices policies and procedures
- Oversees best practices of volunteer intake to ensure accurate data collection
- Assist in donor recognition efforts

### Other:

- Demonstrate a commitment to the mission and values of Eastern Illinois Foodbank
- Other duties and special projects as assigned

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working condition may vary between controlled temperatures in an office-environment and non-regulated high temperatures in the warehouse
- Sitting and standing for long periods, walking intermittently
- Using office equipment such as computer, mouse, keyboard, printer
- Ability to occasionally lift or move up to 20 pounds
- Ability to stand, walk, sit, use hands to finger, or feel objects, tools, or controls, reach with hands and arms, climb stairs, balance, stoop or kneel, crouch or crawl, talk or hear, and taste or smell
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- The noise level in the work environment is moderate to severe.

- While performing duties of this job, the employee may be exposed to wet or humid conditions, extreme cold or heat, and general outside weather conditions.

**QUALIFICATIONS:**

**Competencies, Education and Experience**

- Strong organizational skills and ability to handle multiple tasks
- Minimum of 3-4 years' experience and/or education in hospitality, event management, customer service, business, or related field
- Strong attention to detail in a fast-paced environment
- Working knowledge of Microsoft Office, social media and database systems
- Demonstrated oral and written communication skills, in addition to public speaking skills
- Creativity and thoughtfulness in problem solving
- Accountability and autonomy in decision-making
- Ability to work independently in a team-based environment
- Ability to work with diverse populations

**EXPECTED HOURS TO WORK:**

This role is considered full-time exempt and is not eligible for overtime. Work schedule is from Monday thru Friday as scheduled with occasional weekend and evening hours. Personal transportation is required for all weekend and evening events.

**JOB DESCRIPTION ACKNOWLEDGEMENT:**

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The CEO has exclusive rights to alter this job description at any time without notice. The job description does not imply nor create a guarantee of employment and/or an employment contract of any kind. I understand that my employment with the Eastern Illinois Foodbank is at-will. The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing the listed functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these job functions.

I have read and understand the position expectations and job functions. I verify that I have received a copy of my job description by the signature below. As an employee of Eastern Illinois Foodbank, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date



## Job Description

Eastern Illinois Foodbank provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national

origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.