Job Description

Job Title: Corporate and Community Relations Coordinator
Classification: Full-Time, Exempt – Hybrid with 2-3 days a week in the office
Department: Development
Reports to: Development Manager
Location: Meridian, ID
How to Apply: https://idahofoodbank.org/about/employment/

Job Summary:
The Corporate and Community Relations Coordinator is part of the Development Team and responsible for identifying, prospecting, cultivating, engaging, and supporting corporate and organizational partnerships, events and promotions that result in increased annual fundraising revenue for The Idaho Foodbank. The position requires that the individual be a self-starter, appreciate teamwork, enjoy a fast-paced, high-energy environment, and be willing to work varied hours and attend off-site events. Capacity to think strategically, as well as creatively, is necessary.

Responsible for effective collaboration of Foodbank staff and management with related external vendors.

Principle Duties and Responsibilities:
- In conjunction with the Development Manager, design and implement philanthropic strategies to cultivate, steward, and increase corporate giving from existing and prospective partners.
- Plan, execute, and assess corporate donor fundraising activities including managing a portfolio of 100+ donors and prospects.
- Actively manage the day-to-day relationships with donors and prospects through various activities including meetings, phone calls, letters, reports, email, external/internal event attendance, timely responses to donor inquiries and acknowledgement of gifts.
- Act as key spokesperson and/or represent The Idaho Foodbank at various community events and meetings when applicable.
- Research, develop and oversee new corporate and community fundraising initiatives to raise awareness of The Idaho Foodbank’s mission. Identify potential partners, envision creative co-branding opportunities, and develop proposals for prospective partners.
- Collaborate to leverage internal leadership and staff to meet revenue goals. Together with the development team and others, develop and implement strategies and solicitation plans.
- Identify and secure corporate sponsorships for events and select Idaho Foodbank programs; participate in the development of collateral materials, print and online publications, as well as recruitment and recognition of donors and event-related sponsorships.
- Provide on and offsite support for Idaho Foodbank events and activities. Ensure each donor’s experience with The Idaho Foodbank is consistent and high quality. Focus on customer service and stewardship by adopting practices and executing plans in a donor centric way.
- Coordinate the event planning for three major Idaho Foodbank events annually and support events as needed across the state.
- Working closely with the Development Manager, develop and manage a budget, develop, and complete the annual work plan, board reports, forecast revenue and other reports as needed.
- Maintain accurate data in Raiser’s Edge for current and prospective corporate and community donors. Track all types of donor engagements, develop reports, and monitor program results.

Skills and Experience of the Ideal Candidate:
- Bachelor’s Degree in communications, marketing, or related field preferred.
- Five years of demonstrated success in non-profit fundraising or development with 2+ years in corporate relations, relationship management or campaign management preferred.
- The successful candidate will be professional, self-motivated, individually compelling, and conscientious.
• The position requires that the individual be a good listener with strong communication skills (both verbal and nonverbal).
• Must enjoy a fast-paced, high-energy environment and be willing to work varied hours and attend off-site events. Some travel is required.
• Capacity to think strategically, as well as creatively, will be advantageous.
• Prior experience with Raiser’s Edge or another fundraising database preferred.
• Excellent organizational skills and attention to detail.
• Ability to meet deadlines while managing multiple projects.
• Ability to work both independently and with a team.
• Proven ability in planning and executing fundraising activities, prioritizing prospects, participating in high-level donor discussions, and evaluating various philanthropic programs.
• Effective in gift solicitation, development and delivery of persuasive presentations, and creation of reports that may include technical information.
• Proficiency with Microsoft Office including Word, Excel, and Outlook.
• Valid driver’s license and access to a personal vehicle.

All Employees
• Commit to upholding policies, principles, and best practices for food safety.
• Understand the personal responsibility to follow all safety policies and health rules, programs, and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

Employment Requirement
• Negative Drug Screen
• Successful Background Clearance

Working Conditions
This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

Disclaimer
This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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