

POSITION: Director of Community and Corporate Engagement
FTE/FLSA: Full-Time / Exempt
SALARY: Commensurate with experience / Benefits eligible
LOCATION: 3003 S. Country Club Road



COMMUNITY
FOOD BANK
OF SOUTHERN ARIZONA

Function: The Director of Community and Corporate Engagement is a leader within the Development team, and is responsible for the development, implementation and evaluation of community and corporate engagement activities and which include volunteerism, special events, food and fund drives. The position reports to the Chief Development Officer and works collaboratively across all departments to identify opportunities for individuals and diverse stakeholder groups to become involved with the organization's emergency response and long-term solutions to end hunger. The Director of Community and Corporate Engagement supervises a team of paid and volunteer professionals that include the Volunteer and Community Events Managers.

Shared Collective Responsibilities:

- Create a safe space to allow and invite truth telling to occur.
- Act with honesty, trust and transparency and deliver on my commitments.
- Be present for the people who work in front of me today.
- Maintain an open mind and be open to different points of view.
- Consistently seek to do better and offer my best self.
- Practice empathy and understanding with all people.
- Learn from failure, mine and others.

Duties and Responsibilities:

- Oversee the Community Engagement team which includes the volunteer program, food and fund drives and special events.
- Work with the CE team to identify best practices for community outreach in support of CFB's mission.
- Develop a strategic plan for engaging corporations to support the goals and fund the mission of CFB.
- Maintain a pipeline of potential partnerships through prospecting potential relationships.
- Keep abreast of the needs, interests, and priorities of CFB in order to promote funding opportunities.
- Proactively research foundations associated with corporations as possible additional funding sources to be passed to grant writing team.
- Maintain a strong communication flow with corporations and assure that promised recognitions are properly adhered to per any agreements made.
- Track research, prospects, donor visits, solicitations, and revenue generation through donor database.
- Work to identify creative ways in which CFB's brand and mission can become more visible within the corporate marketplace.
- Work with CE team to attend outside events, Chamber meetings, civic organizational meetings, etc., as needed to assist with cultivating new relationships.
- Participate in networking and public speaking engagements as requested.
- Support branch locations with their volunteer and community events needs.
- In conjunction with the Community Engagement team, develop and provide training for staff, volunteers and key partners regarding best practices in volunteerism and event planning.
- Create a mechanism for evaluation of engagement and fundraising events.
- As a Director, exercise a leadership style that promotes collaboration, appreciates staff initiative, and creates opportunity for professional growth.
- Perform other duties as assigned by the Chief Development Officer and/or CEO.

Other Duties

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required for this job. Duties, responsibilities and activities may change at any time, with or without notice.

Knowledge, Skills, and Abilities:

- Bachelor's Degree in public relations or related field, and/or combination of 4+ years' experience in community-based organizations, special events, and volunteer management.
- Ability to energetically lead, motivate, and inspire different generations and demographics through an array of strategies.
- Experience in community and corporate engagement.
- Experience managing volunteer programs at a leadership level, including databases.
- Track record in soliciting support from the community- both time and money.
- Strong skills in building relationships, communication, delegating and motivating others to work together towards goals.
- Ability to balance multiple priorities effectively; including managing deadlines without compromising details.
- Ability to work independently and collaboratively with a variety of personalities and leadership styles
- Detail-oriented with strong written and oral communication skills
- Experience in Raiser's Edge and Galaxy Digital a plus
- Good sense of humor; Empathy for the people served by the Community Food Bank
- This position involves some travel as well as evening and weekend work.
- For insurance purposes, must be at least 21 years of age; possess a current and valid Arizona Driver License and a safe driving record.

Physical Requirements:

- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Physical Activity:

- Walking - moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Grasping - applying pressure to an object with the fingers and palm.
- Talking - expressing or exchanging ideas by means of the spoken word in which this position must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing - perceiving the nature of sounds at normal speaking levels with or without correction, with the ability to receive detailed information through oral communication and to make discrimination in sound.
- Repetitive motion - substantial movements (motions) of the wrists, hands, and/or fingers.

Visual Acuity:

- Required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; performing extensive reading; all at distances close to the eyes.
- Required to have visual acuity to operate motor vehicles.

Work Environment:

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- Subject to indoor and outdoor environmental conditions.
- Not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

Expectation:

CFB is committed to providing employees with an environment in which the **Core Values** of *Respect, Integrity, Accountability, Collaboration, Excellence, Innovation, and Social Justice* are supported and encouraged.

CFB works diligently to maintain a culture of fairness, responsibility, trustworthiness and teamwork to advance our mission: *We change lives in the communities we serve by feeding the hungry today and building a healthy, hunger-free tomorrow.*

The Community Food Bank is a drug and tobacco free work environment.

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General Sign-off:

I understand that I am expected to adhere to all company policies and to act as a role model regarding all policies and CFB Core Values.

I have reviewed this job description and I understand this explanation, and I am able to fulfill the requirements of this position.

Read and Accepted By: _____

Date Signed: _____

To apply go to <https://www.communityfoodbank.org/Employment>