



Development Coordinator

Full-time 35 - 40 hrs/week

Hourly, non-exempt

The Community Food Bank of Grand Junction (CFB) has an exciting opportunity to join a dedicated team of professionals working hard to improve nutritious food access in Mesa County. The Community Food Bank's budget has grown 450% over the past four years – more than tripling our programmatic impact, launching new and innovative programs to address hunger in our community, securing our permanent facility and more. It is an exciting time of growth for our organization, and a time of intense need in our community. We are looking for a dynamic individual who will help coordinate our donor stewardship, events, and communications efforts in an effort to sustain our organizational growth and scale our community impact.

The Development Coordinator position is a fantastic opportunity for someone who is passionate about food justice, has experience in communications and events management, and ready to hit the ground running. We are a dynamic and dedicated team, with a robust and active corps of volunteers. We strive for excellence and value positivity, flexibility, adaptability, learning, and collaboration. If you have experience with event planning, enjoy creating eye-catching visuals and compelling content, and can meticulously carry out tasks under pressure, we want to hear from you! Learn more about our organization at: www.foodbankgj.org

Roles & Responsibilities (not an exhaustive list):

Donor Stewardship

- Coordinate donation processing, administrative, and stewardship tasks to ensure all donor information is up to date and that donations are processed promptly. You'll need to be detail-oriented and a proven problem solver when learning and mastering our Kindful donor database.
- Responsible for creating and executing donor stewardship efforts to include: donation acknowledgements, recurring donation acknowledgements, quarterly gratitude cards, updating donor messaging to keep it authentic and fresh, and a variety of reports for appeal efforts as requested.
- Responsible for organizing and assisting the Executive Director, fundraising consultants, and Board of Directors with stewardship and acknowledgement updates and tasks.

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WWW.FOODBANKGJ.ORG



- Lead stewardship efforts of the Community Food Bank's monthly *Harvest* donation program. You must be comfortable making thank-you calls and writing letters to donors.
- Lead quarterly in-house donor and community appeal letters as determined by development leadership – coordinating from start to finish.

Events Coordination

- Coordinate the planning, execution, and follow-up of donor and outreach events throughout the year - including the annual Harvest Celebration fundraising event, regular donor outreach events, and 3rd party fundraising events according to the annual development plan.
- Includes assistance with ticket logistics, print materials/distribution, rentals, supplies, set-up/break-down, and follow-up efforts.
- Responsible for organizing and coordinating community event booths to increase awareness around donation, volunteer, and community outreach in collaboration with the Development and Programmatic teams – must be well versed in CFB programming, offerings, and impact. Organize all event materials and create standardized protocol for outreach booth set-up.
- Assist with volunteer recruitment and coordination in relation to events and development goals.
- This position is a key leadership role in these efforts – with a goal of growing events revenue by 50% in the first year. You'll need to have experience with event planning, work well under pressure, and be excellent at working with diverse stakeholders.

Communications

- Creates a variety of fresh, functional designs in our Canva account across all organizational needs and uses. Respond to design requests in a timely manner with estimated completion dates depending on priorities and request load. Responsive to feedback and iterative processes. Responsible for assigned promotional materials from start through publication and distribution. (i.e. field the request, create the strategy and design, post/publish/distribute/send to the print shop etc.)
- Responsible for organizing, keeping inventory, re-ordering, and keeping in good condition all outreach and promotional print materials. Coordinate marketing/development projects with print shop.



- Develop and maintain the Community Food Bank photo archive to have a selection of photos and videos that accurately capture our programming. You must have an eye for photography and be ready to jump into programming to get the perfect shot!
- Regularly provide updates to the Community Food Bank website with dynamic and engaging content. You must be creative and comfortable with learning and working in Squarespace. Attention to detail is critical, and verification of accurate publishing on all CFB channels is required.
- Assist in the creation and implementation of a social media strategy that keeps our audience engaged and informed about the Community Food Bank work and impact. You must be familiar with social media trends and comfortable crafting compelling and engaging posts.
- Assist with grant applications and reports on an as-needed basis – crafting boilerplate verbiage and compelling narratives under the guidance and direction of the Executive Director.

Skills & Abilities

- Excellent organizational skills and ability, highly detail oriented.
- Experience using Google Drive, Canva, Constant Contact, social media platforms, database management, and mac/google chrome products.
- Experience with mailing lists, mail merge files, and print materials logistics/coordination.
- Able to juggle multiple priorities and deadlines, excels at time management.
- Poised and professional, able to represent a legacy community organization across a variety of meetings, events, and day-to-day interactions.
- Excellent interpersonal skills, ability to effectively and respectfully work with diverse individuals, donors, and community members from all backgrounds.
- Fast and efficient, minimal mistakes, high production volume and quick turnaround.
- Highly responsible self-starter who is comfortable working independently.
- Appreciate feedback culture to grow professionally.
- Problem solver with a solutions based mentality, who gets things done!
- Passionate about food justice and equitable food systems.

Required Experience

- Associates or Bachelor's degree in marketing, public relations, communications, business management, hospitality or a similar field, and/or 2-5 years worth of relevant work experience.
- Experience in event planning, ideally with food service experience.
- Experience in a professional communications role.

Special Requirements

- Some evening and weekend hours are required.
- Must be able to pass a background check.

Work Environment

- Primarily an office environment, with frequent events in indoor/outdoor formats.
- All team members are expected to cross train in programmatic operations which requires the ability to lift 25-50lbs.

Pay & Benefits

- \$20 - \$25 per hour (\$41,500 - \$52,000 annually)
- Paid holidays, generous and flexible PTO, monthly wellness stipend and cell phone use reimbursement, and professional development opportunities. SIMPLE IRA plan with 3% match after 6 months of employment. Opportunities for advancement in a growing organization.

Application Deadline: 4/25

Anticipated Start Date: mid-May

Email resume and cover letter to: info@foodbankgj.org