

EASTERN ILLINOIS FOODBANK  
JOB DESCRIPTION

JOB TITLE: Community Relations Associate  
REPORTS TO: Development Relations Manager  
STATUS: Full-time, Hourly  
HOURS: Monday-Friday as scheduled, Evening and weekends as needed

PRIMARY FUNCTION: Responsible for supporting volunteer and donor experiences, as well as, overall development efforts for Eastern Illinois Foodbank

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plan, coordinate and manage all third-party fundraisers and food drives
- Work with operations and partnership staff to identify volunteer needs and opportunities for volunteer engagement in events, repacks and foodmobiles
- Work with Development Relations Manager to support and recognize external groups operating community-based drives and special events for the Foodbank
- Cultivate volunteer relationships and proactively identify opportunities for increased engagement and promote them in the volunteer newsletter
  
- Work with the VP of Development to develop and implement cultivation strategies to engage new and mid-level donors
- Work with Development Staff to maintain donor files and pull donor reports
- Assist with recording and acknowledging donations
- Represent the Foodbank at community events, as directed
- Other duties and special projects as assigned

Qualifications

- Strong organizational skills and ability to handle multiple tasks
- 3-5 years combined experience and/or education in customer service, business or other related field
- Strong attention to detail in a fast-paced environment
- Demonstrated oral and written communication skills, in addition to public speaking skills
- Accountability and autonomy in decision making
- Ability to work independently in a team-based environment
- Compassion and sense of humor
- Friendly and professional demeanor
- Experience working with volunteers preferred
- Experience with data entry preferred