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## Regional Coordinator

### *Southeast Region*

Full Time

*As the Regional Coordinator for the Southeast Region, you will support the mission of The Food Bank by raising awareness of the work and support The Food Bank offers to the communities in Camden, Cole, Maries, Miller, Morgan, Osage and Phelps counties. By building strategic connections with individuals, groups and organizations you will work to increase funding to The Food Bank. Your drive, organization skills and ability to engage others will help you manage your day-to-day activities as you work independently from The Food Bank office in your respective community.*

### **Job Duties**

- Identify, cultivate, solicit and steward current and potential donor prospects within the assigned service area (Camden, Cole, Maries, Miller, Morgan, Osage and Phelps).
- Secure funding in assigned region, increasing revenue in each assigned county 1-2% each year.
- Manage a portfolio of prospects for assigned region at various stages in the fundraising process. Create strategic plan for each prospect.
- Successfully complete and maintain reporting for a minimum number of substantive contacts with donors/prospects/lapsed donors.
- Develop new resources in assigned county service area, which may include: food retailers, growers, producers, farmers, livestock producers, county fairs, etc.
- Provide general oversight with third party events, including food and fund drives, in service area.
- Work with Development Team in establishing and strengthening The Food Bank identity in local communities. This includes: working with local media; speaking to civic organizations or churches; strengthening the bond with current agencies and schools.
- Create, coordinate and implement special events in assigned counties – as determined with Development Director.

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### **Qualifications**

- Self-starter, motivated
- 1-3 years of fundraising, development, and community based experience
- Excellent oral and written communication skills with experience in public speaking
- Good working knowledge of fundamental computer software systems.
- Detail oriented
- Capable of lifting 50 lbs.
- Able to work independently and prioritize and manage multiple projects
- Flexible and adaptable to change
- Able to work with a variety of people
- Sensitive to the needs of low income people
- Have a valid driver's license, access to a vehicle and insurance
- Travel within service region, with no overnights
- Bachelor's Degree Preferred