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# Donor and Community Relations Coordinator

*Full Time*

The Donor and Community Relations Coordinator will work to further the mission of The Food Bank through educating, engaging, and sustaining valuable constituents. By working closely with the Development, Communications and Events teams, he or she will develop and lead a successful and integrated donor relations and gift acknowledgement program. The Donor and Community Relations Coordinator will also work to build relationships between The Food Bank and other key organizations and corporations in the Central and Northeast Missouri area, continually acting as an ambassador and representative to the public.

## Job Duties

- Provide oversight for The Food Bank's stewardship efforts by developing and promoting new stewardship programs.
- Supervise donor acknowledgement and data entry activities, including oversight for two team members.
- Responsible for annual fundraising solicitations and appeals, working closely with the Communications Coordinator.
- Actively engage community and corporate partnerships through presentations, tours and volunteer recruitment and seek sponsorships for events.
- Serve as a community ambassador for The Food Bank through representation in civic organizations and the Chamber of Commerce.
- Maintain a positive image for The Food Bank at all times.

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## Qualifications

- Self-starter, motivated
- Exceptional oral and written communication skills with experience in public speaking and presentations
- Excel in networking and forming new connections with individuals and groups
- 1-3 years of fundraising, development, and community based experience
- Able to manage and maintain various technologies used to perform job duties
- 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
- Bachelor's Degree Preferred