



Food Bank RGV

JOB DESCRIPTION

JOB TITLE:	Development and Events Coordinator	DATE:	April 2023
DEPARTMENT:	20 Development	WRITTEN BY:	Cynthia Alcocer-Garcia
CLASSIFICATION:	Non Exempt	REVIEWED BY:	CEOs
POSITION/HOURS:	Full Time *Some Weekends		

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Senior Manager of Corporate Engagement, Events, and Government Relations

POSITIONS SUPERVISED: N/A

JOB SUMMARY

The Development and Events Coordinator is responsible for enhancing the department’s effectiveness by providing support to the Senior Manager of Corporate Engagement, Events, and Government Relations. This person is responsible for providing creative materials for FBRGV’s special events and activities as well as developing and maintaining relationships with corporations, government entities, and businesses to support FBRGV’s initiatives. This candidate supports Senior Manager of Corporate Engagement, Events, and Government Relations by aiding in the soliciting of corporate support through monetary donations, sponsorships, and in-kind donations. The Development and Events Coordinator will act as a liaison between the FBRGV and fundraising activities. This person must possess excellent communication, time management skills, have thorough follow through, and have flexibility in their schedules.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Assist Senior Manager of Corporate Engagement, Events, and Government Relations with establishing and managing a portfolio of corporate accounts
- Assists with the setup of special events including preparation/retrieving of decorations, clean up arrangements before and after events, and other duties as needed by the Senior Manager of Corporate Engagement, Events, and Government Relations
- Works collaboratively with the Marketing department for materials needed for events, meetings, presentations, etc.
- Supports with the soliciting sponsorship for the FBRGV’s special events, campaigns, and activities
- Supports with researching new funder opportunities. Assists with managing and executing appropriate strategies for successful solicitation of new prospects and obtaining new engagement. This includes bringing in potential and current donors to volunteer and/or tour the FBRGV
- Assists with evaluating the Giving History of current corporate/business donors and works to increase their giving by cultivating a relationship, understanding their preferences, and offering them opportunities to invest in the work of the FBRGV
- Assists with identifying potential partners, envisioning creative co-branding opportunities, and developing proposals for prospective partners
- Assists in maintaining and updating materials needed for meetings and events
- Supports Senior Manager or Corporate Engagement, Events, and Government Relations by dropping off/picking up all materials related to events/fundraisers

- Supports Senior Manager or Corporate Engagement, Events, and Government Relations by preparing pre and post meeting files (i.e. estimates, diagrams, etc.)
 - Assists with securing in-kind donations for events
 - Assist with soliciting holiday and end-of-year corporate donations
 - Assist with developing and working with volunteer leadership and staff on committees to plan, implement, and execute successful events
 - Provides feedback, offers support, and gathers information by professionally representing the FBRGV at public, social, and business events
 - Assists in answering questions from the community regarding donations, events, and/or potential partnerships in an engaging and professional manner
 - Produces information by formatting, inputting, editing, retrieving, copying, transmitting text, data, and graphics. Maintains records of all corporate and government contacts and correspondence, etc.
 - Advocates directly at the local, state, and federal level for improvements in government food programs and policies
 - Keeps a calendar of all activities and events that pertain to the FBRGV
 - Participates in inter and intra department projects
 - Represents the FBRGV in a professional and courteous manner at relevant meetings, events, presentations, etc.
 - Performs additional duties as assigned by the Senior Manager of Corporate Engagement, Events, and Government Relations
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QUALIFICATIONS

- Honesty, integrity, and commitment to fighting hunger in the Rio Grande Valley
- Excellent communication skills, both written and verbal
- Ability to represent FBRGV in a professional and courteous manner
- High degree of professionalism, flexibility, and ability to work on multiple projects simultaneously
- Ability to travel up to 30% of time
- Reliable transportation
- Ability to communicate tactfully with donors, volunteers, public, and other staff members
- Ability to present a professional demeanor under a variety of conditions
- Ability to work independently with minimum supervision
- Attention to detail, accuracy, meeting of deadlines and follow-ups

EDUCATION/CERTIFICATION: Associate's Degree, Bachelor's degree in Business or related field (preferred).

SKILLS/ABILITIES:

- Basic knowledge of budget development, administration, and staff management
- Knowledge of fundraising including development planning, annual giving, and major gift cultivation and solicitation
- Knowledge and experience in the nature and dimensions of philanthropy, ethics, motivations for giving, research and cultivation practices, standard fundraising techniques including face-to-face solicitation, proposal writing, telephone solicitation, direct mail, development office functions including gift processing, prospect and donor histories, and fundraising reporting
- Demonstrated experience and confidence in asking people to contribute time and money
- Computer skills preferred including MS Work, Excel, PowerPoint, Outlook, and donor database

ADDITIONAL REQUIREMENTS OF THIS POSITION

REPETITIVE MOTIONS:

Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly

PHYSICAL STRENGTH:

Lift and carry under 40lbs, perceive depth, operate a motor vehicle and operate motor equipment. Conditions may include working late, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature (Employee has received a copy of Job Description): _____

Employee Name (Print): _____

Date: _____