



**Communications and Development Coordinator
Job Description**

Work Hours: (40 hours per week):

Monday through Friday 8-4 with flexibility, some weekends and evenings required

Position Summary:

This person is responsible for implementing a volunteer recruitment plan, implementing a communications strategy, and supporting fundraising initiatives for the organization. The job is to tell the Table to Table's story and inspire the public in order to recruit volunteers and increase donations in support of Table to Table's mission.

Supervisor

The Communications and Development Coordinator is supervised directly by the Executive Director.

Supervises:

The Communications and Development Coordinator supervises volunteers in reception, office, outreach, and events roles.

Qualifications and Competencies:

- Bachelor's degree in nonprofit management, communications, marketing, or a related field, or a combination of relevant education and professional experience in marketing, event planning, communications, fundraising, and/or community relations.
- Enthusiastic advocate for food rescue, hunger relief, and food waste reduction.
- Excellent public speaking and presentation skills for the purpose of recruiting volunteers, fundraising, and promoting Table to Table's mission. Ability to connect with others and forge strong relationships.
- Excellent verbal and written communication.
- Highly motivated and dependable; ability to work independently and take initiative.
- Highly personable, energetic, and creative.
- Ability to perform several tasks concurrently; time management and organizational skills.
- Ability to organize and maintain detailed records; complete necessary paperwork. Ability to maintain confidential information.
- Functional knowledge of and ability to use Microsoft Office, publishing/layout programs, and CRM/databases. Strong computer skills a plus.

Licenses, Certifications, or Similar Qualifications:

- Valid driver's license and good driving record required, primarily local travel.

Essential Functions:

Volunteer Recruitment

- Coordinate recruitment for all volunteer roles and ensure volunteers are staffed to support various areas of operations. Work with Volunteer Coordinator and Program Manager to identify volunteer needs.
- Point of contact for potential volunteers; works with Volunteer Coordinator to set up interviews.
- Manages volunteer waitlist and communications up to interview/orientation.
- Create and implement volunteer recruitment campaigns including speaking engagements, volunteer fairs, media coverage, press releases, and marketing materials.
- Create and update support materials for volunteer recruitment.

Outreach

- Lead Volunteer Committee and Outreach Committee meetings.
- Implement community outreach and media relationships and strategies.
- Organize promotional events like Food Rescue Awareness Week, UI Homecoming Parade, and other outreach events.
- Assist in preparations for Volunteer Appreciation Dinner.
- Manage inquiries from third parties (individuals or organizations) wishing to organize an event or cause-marketing campaign to benefit Table to Table and those who want a representative to speak at their upcoming event. If appropriate, speak at the event or identify another staff person or volunteer to speak.

Marketing/Communications

- Assist the Director in writing content for key organization publications including: newsletters, the annual report, brochures, fact sheets, etc. Design ads, flyers, banners, brochures, fact sheets, event signage, invitations, etc. as needed.
- Execute social media strategy.
- Develop new content and maintain website. Write new stories, create new pages, and solicit updates from other departments.
- Write press releases and send them to appropriate press outlets as needed; maintain press list with accurate contact information.
- Maintain the T2T's photo library by taking photos, seeking pro bono photography, or contracting with paid photographers to capture our work and the work of our agencies.

Development/Fundraising

- Coordinate and plan annual dinner including promotion, logistics, food, and fundraising.
- Maintain donor records and process acknowledgements for gifts.
- Provide support to ED in implementing a strategic development plan to meet funding needs.
- With the support of ED, create and implement fundraising campaigns, including appeal letters and online giving campaigns. .
- Participate in the board's resource development committee.

Volunteer Supervision

- Coordinate all aspects of Table to Table's Outreach Team, including promotion, training

and logistical details.

- Recruit and supervise event volunteers
- Reception and Office volunteer supervision

Other Duties:

- All employees of Table to Table may be required to occasionally fill in on food rescue routes or manage and schedule volunteers outside the scope of their essential duties.
- All employees of Table to Table answer phones and respond to inquiries that may fall outside the scope of their essential duties.

Typical challenges this position will face:

- Multiple and shifting priorities and short timeframes
- Frequent interruptions, especially during hours with heaviest volunteer activity.

Work Environment:

- In general, works in an office environment.
- May require providing back-up and/or additional help for volunteers as needed.
- May need to drive vehicles to pick-up or deliver donations
- Moderate physical demands, occasionally lifts 20-40 lbs
- Must be able to work under stress of meeting deadlines and changing priorities
- Able to manipulate normal office machines and technology For example, able to operate computer and computer systems, office copiers, fax, phones