



Communications and Development Coordinator Job Description

Work Hours: (40 hours per week):

Monday through Friday 8-4 with flexibility, some weekends and evenings required
40 hours per week, some overtime required

Position Summary:

The job is to tell Table to Table's story, convey our mission, and inspire and encourage engagement from volunteers, financial donors, and the community as a whole. This person is responsible for coordinating fundraising initiatives, implementing communications strategy and supporting the volunteer recruitment plan for the organization.

Supervisor

The Communications and Development Coordinator is supervised directly by the Executive Director and is part of the development team which includes the part-time Donor Relations Manager.

Supervises:

The Communications and Development Coordinator supervises volunteers in reception, office, outreach, and events roles. May supervise AmeriCorps members supporting the functions of this role.

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 keep several priorities moving 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 are a plus.

Licenses, Certifications, or Similar Qualifications:

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

Essential Functions:

Development/Fundraising

- Create and implement fundraising campaigns, including appeal letters and online giving campaigns.
- Receive and categorize donations and work with bookkeeper, donor relations manager, and operations coordinator to maintain donor records and information related to campaign performance.
- Provide support to ED and Donor Relations Manager in implementing strategic development plan to meet funding needs.
- In collaboration with the ED and Donor Relations Manager, coordinate the board's resource development committee.
- Assist ED in grant research, narrative drafting, and grants organization.

Fundraising Events

- Coordinate the board's annual dinner event planning committee
- Plan and implement the annual dinner including promotion, logistics, food, and volunteer oversight.
- Responsible for annual dinner revenue generation to meet fundraising targets in table/ticket sales, sponsorships, and auction/raffle.
- Schedule and coordinate interviews on-air for volunteers, partners, board members and staff during KCJJ's annual Radiothon fundraiser.
- Manage inquiries from third parties (individuals or organizations) wishing to organize an event or cause-marketing campaign to benefit Table to Table.

Marketing/Communications

- Write 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, in accordance with Table to Table's brand and messaging standards.
- 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.

Outreach

- Implement community outreach and media relationships and strategies.
- Organize promotional activities like Love Food, Fight Waste educational events, the UI Homecoming Parade, Rock the Chalk, and other outreach events.
- Manage inquiries seeking a representative to speak at their upcoming event or participate in a tabling or fair activity. If appropriate, speak at the event or identify another staff person or volunteer to speak.
- Train and schedule outreach volunteers for representing Table to Table at community tabling events.
- Create and update support materials for volunteer recruitment.

Other Duties:

- All employees of Table to Table may be required to occasionally fill in on food rescue routes or lead volunteers outside the scope of their essential duties. Integration into program activities and participation in service delivery is a key component of training and ongoing engagement with the organization
- 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 potentially shifting priorities and short timeframes
- Frequent interruptions, especially during hours with heaviest volunteer activity.

Work Environment:

- In general, works in an office environment.
- Moderate physical demands, occasionally lifts 20-40 lbs
- Must be able to work under stress of meeting deadlines and changing priorities
- Appropriate accommodations are available.
