

# Job Announcement for Food Drive and Volunteer Coordinator

(Final 04.14.2023)

## Job Overview

Anne Arundel County-based nonprofit focused on increasing access to free, nutritious food to under-resourced residents seeks an experienced professional to serve as Food Drive and Volunteer Coordinator. In this position, the FDVC will develop relationships with existing community and corporate food drive donors as well as cultivate new connections with potential food drive donors. This position will work to secure donated food through community food drives aimed at schools, workplaces, civic groups, and neighborhoods. The FDVC works collaboratively with other Anne Arundel County Food Bank (AACFB) staff and our partners to carry out food drive activities. The FDVC also manages the volunteer program including volunteers for the Mobile Pantry Program by teaching, supervising, and motivating volunteers toward a satisfying and productive result. The FDVC position reports to the Development Director.

## Key Responsibilities

### Food Drive Coordination

- Coordinate and support community food drives, including collaborating internally and externally to ensure the successful execution of all food drive activities. This includes working directly with management for transportation coordination/staffing obligations for food drives, as well as ensuring the food drive donors have the necessary information and resources to execute their drive(s).
- Work directly to develop new avenues for food drive giving and recruit individuals, groups, and Anne Arundel County for- and nonprofit organizations to host food drives to increase total pounds of food and essential donations to support AACFB's mission.
- Monitor, track, and enter food drive donor information and total poundage in the required database systems.
- Oversee the donation acknowledgment process for food drive donations to ensure donors are acknowledged appropriately. Duties include generating donor lists, drafting acknowledgment letters, and working with the Development Department team members to ensure the weekly mailing of acknowledgment letters.

### Volunteer Coordination

- Lead volunteer recruitment efforts for the AACFB to expand the number of individuals and groups supporting the Food Bank's mission. Work with businesses to plan their corporate social responsibility and to select AACFB to be their volunteer project of choice.
- Serve as on-site supervisor of volunteers and lead contact point for questions, scheduling and problem-solving.
- Prepare and coordinate the volunteer schedule, internally and externally, and update as needed.
- Monitor, track, and enter volunteer information in the required database systems. In collaboration with the Development Director, develop appropriate metrics to measure the

success and utility of the volunteer program. Track and report all volunteer hours, especially groups, to include in metrics and annual report.

- Responsible for recruiting volunteers to support the Mobile Pantry Program and providing volunteer oversight and direction during the Mobile Pantry Program events.

### What We Are Looking For

- Bachelor's degree or a combination of education and relevant experience comparable to a bachelor's degree is required.
- Two years of related experience such as volunteer coordination, fundraising, or other nonprofit work experience is required.
- Experience in Microsoft Office Suite at a high level of proficiency is required.
- One year of related donor CRM software experience is required.
- Nonprofit experience in Anne Arundel County and the surrounding region preferred.
- Skilled at establishing and cultivating strong relationships with staff, volunteers, community members, and groups of other stakeholders.
- Solid understanding of program development, implementation, and evaluation.
- Strong initiative, and ability to manage multiple activities and meet deadlines while maintaining a focus on quality.
- Able to give and receive clear verbal and written instructions.
- Strong self-awareness and highly motivated to develop professionally. Receptive to constructive feedback and open to new ideas from all sources.
- Proficient in and comfortable with public speaking.
- Critical thinker with demonstrated planning, implementation, and time management skills; consistently meets deadlines.
- Works effectively at both building teams and being a strong team member to reach common goals and objectives.
- Ability to keep and maintain confidential and secure volunteer and donor records and information.

### Employment Type, Compensation, Benefits, Work Hours

- Non-Exempt; Full-Time
- Salary Range: \$22.60 - \$28.00 per hour (\$47,000 - \$56,000 annualized salary) pay commensurate with experience.
- Medical, Dental, and Vision Insurance benefits are available.
- 12 Paid Holidays (plus week off between Christmas and New Year's)
- Paid Time Off (accrual of 80 hours for first year of employment)
- Retirement benefits with employer match up to 3%
- Long Term Disability, Short Term Disability, and Life Insurance
- 8:00 a.m. – 4:00 p.m. Monday – Friday with some evening and weekend (at least twice per month, each) work-related activities.

## Application Instructions

If you are interested in consideration for this exciting opportunity, please submit your letter of interest, resume, and salary requirements to Marta Jones, [marta@aafoodbank.org](mailto:marta@aafoodbank.org), by 5:00 p.m. on 05/09/23. Subject Line: NAME, Food Drive and Volunteer Coordinator Position. No phone call inquiries, please.

## About Us

The mission of the Anne Arundel County Food Bank (AACFB) is to alleviate food insecurity in Anne Arundel County by partnering across our community to obtain and distribute nourishing food to our neighbors in need. For 37 years, our countywide food bank has served our Anne Arundel County neighbors in need by supplying free food and basic necessities to pantries, soup kitchens, shelters, schools, and other on-site feeding programs throughout the county. The AACFB currently partners with 80 agencies across 114 unique locations throughout Anne Arundel County.

## Equal Opportunity Employer

The Anne Arundel County Food Bank is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.