

Central Illinois Foodbank

Springfield, Illinois

Post Date June 3, 2019

Job Title: Community Engagement Director

Job Responsibilities

The Community Engagement Director will work directly with Program staff and the Public Relations Manager to ensure that the Foodbank is engaging with its 21-county service area to develop impactful programming, effective volunteer opportunities, and consistent messaging.

This position will report directly to the Executive Director and will ensure that Program staff and the Public Relations Manager operate in collaboration with administrative, operations, and resource development areas. The Community Engagement Director will work closely with the Finance Director and Compliance Manager to ensure that programs meet the guidelines as defined by Feeding America, as well as, funders including the Illinois Department of Human Services through The Emergency Food Assistance Program (TEFAP). This Director will also work with Operations staff to ensure that there is clear and effective communication between the departments, particularly related to ordering product and channels for distribution.

The Community Engagement Director will oversee all local and national programs related to the distribution of product to the community. This will include traditional methods of food distribution (i.e. food pantries, soup kitchens, Kids Cafe and residential programs) and non-traditional methods of distribution including schools, Federally Qualified Health Centers, and the Foodbank's Healthy Foods Distributions. This position will oversee all public relations activities including, but not limited to: written materials, social media, website, video, presentations, tours, information fairs, and internal communications.

The Community Engagement Director will work as part of the leadership team to create and implement a cohesive plan for connecting food partners, volunteers, and communities throughout Central Illinois Foodbank's service area while maintaining a positive work environment for the Foodbank's employees.

Essential Job Functions

- Ability to work as a member of a team and treat employees, volunteers, and partners with respect
- Ability to set and manage multiple priorities, as well as, maintain organization by utilizing long-range planning and technology
- Possess excellent verbal and written communication skills, along with the ability to create and make presentations to staff and the community
- Intermediate proficiency in Microsoft Office Suite, including Excel to manage data and create reports

- Ability to learn and use CERES (Inventory software) to assist in managing data and to create reports
- Determination and coordination related to Foodbank and volunteer needs

Applicant Qualifications

- Bachelor's degree and 5 years of progressively responsible work experience
- Prior supervisory experience
- Ability to pass and maintain Manager level ServSafe Training
- Valid Illinois driver's license with insurable clean driving record

Deadline: August 31, 2019

How to Apply

Send cover letter and resume to Pam Molitoris, pmolitoris@centralilfoodbank.org

About the Organization

Central Illinois Foodbank, established in 1982, distributes 9 million pounds of food annually to over 160 food pantries, soup kitchens, residential programs and after-school programs in a 21 county region. Central Illinois Foodbank is a member of Feeding America, the nation's largest hunger relief organization. The mission of the Foodbank is to provide food, and develop awareness of and creative solutions for food insecurity.