



Job Description Community Engagement Specialist

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The primary purpose of this job is to build community partnerships with businesses, foundations, schools, non-partnering churches, and individuals so that we can grow to feed even more children in West Michigan.

Job Responsibilities

- Recruit and engage businesses for packings, food & financial donations
- Plan with Community Engagement Manager and Warehouse Manager to help oversee business packing events
- Communicate and collaborate with Hand2Hand staff
- Maintain a database of information on all Community Engagement events
- Prepare and present reports when needed
- Assist in implementing the strategic plan on a timely basis
- Perform all tasks as designated by the Community Engagement Manager, Director of Giving and Executive Director

Qualifications

- At least 3 years of experience in community engagement, fundraising, or comparable
- Excellent writing and public speaking skills
- Ability to make cold calls with confidence
- Ability and confidence to graciously ask for financial gifts and in-kind donations (such as auction items)
- Exceptional interpersonal skills with the ability to interact with all levels of constituents
- Demonstrated ability to successfully manage a variety of projects simultaneously, at a fast pace
- Proficient in Google Workspace, Microsoft Office
- Willing to travel within West Michigan (mileage to be reimbursed)
- Self-starter, outgoing and confident personality, flexible, works independently and as a team player
- Ability to think creatively, develop plans, research, and take responsibility for results
- Growing relationship with Jesus Christ, is prayerful, and has a commitment to a church family
- Extensive experience preferred

Parameters

- Reports to the Community Engagement Manager
- Hourly wage based upon experience
- 20 hours a week