**St. Louis Area Foodbank (SLAFB)**

**JOB DESCRIPTION**

**Job Title: Corporate & Community Relations Officer**

### Immediate Supervisor: Senior Manager, Corporate & Foundation Relations

The Corporate & Community Relations Officer has primary responsibility for the proactive identification, cultivation, stewardship, and closure of gifts from an assigned portfolio of partners as well as all operational, planning, implementation, and post event activities for community fundraising events. Working in partnership with the Senior Manager of Corporate and Foundation Relations, the Corporate and Community Relations Officer will develop and implement strategies and tactics to:

* Grow institutional engagement and support: identify new prospects and cultivate, steward, and increase engagement and giving across a portfolio of approximately 80-100 relationships.
  + Activities include meetings, presentations, phone call, letters, emails, as well as external and internal event attendance.
* Develop and lead annual plan for Foodbank fundraising events, including event goals, budgets, communications, and follow-up. Lead event-related calls/meetings. Deliver presentations as required.
* Prospect development: organize and execute appropriate strategies for developing new corporate and business partnerships, including corporate volunteer engagement, off-site presentations, and engaging employees in meaningful ways to deepen relationships and secure financial support. Identify new opportunities for industry specific affinity activities.
* Manage the Foodbank’s Young Professionals Board
  + Serve as staff liaison to board of young professionals supporting SLAFB mission.
  + Create and implement a robust annual plan for fundraising, engagement and volunteerism that results in an increase in revenue generated and volunteer hours contributed to SLAFB mission.
* Organize and execute donor participation in the full range of the Foodbank’s events and programs including volunteering, employee giving, special events, referrals, and financial support. Provide consistent and effective tracking and donor/partner management.
* Deliver custom cultivation strategies and stewardship to corporate and business partners, leveraging the expertise and strengths of teams and departments across the Foodbank
* Grow existing cause marketing campaigns and target new prospects.
* Represent St. Louis Area Foodbank at external functions and take a proactive approach to participating in cultivation activities including presentations, external and internal events, warehouse tours, prospect meetings, follow-up phone calls, letters and emails.
* Accurately maintain actions including donor and proposal information in the Raiser’s Edge NXT database.

**Qualifications**

* 2-5 years of experience working in a non-profit philanthropy department is required
* Passion for the Foodbank mission and a desire to excel in fundraising and philanthropy work.
* A demonstrated commitment to Diversity, Equity, and Inclusion
* Strong public speaking and problem-solving skills
* Excellent organization skills
* Proficient in Microsoft applications
* Ability to manage multiple projects with attention to detail, ability to handle interruptions, maintain focus on tasks and produce accurate work
* Effective communication skills (oral & written)
* Ability to collect and analyze data to guide effective decision making
* Ability to establish and maintain effective working relationships with diverse stakeholders
* Ability to work independently and as part of a team
* Must be able to pass drug screening and criminal background check

Special events and other projects related to this position may require evening and / or weekend work. Meeting attendance may require overnight travel.

*This job description does not list all the duties of the job. Performance of other duties may be requested. Evaluations will be in part based upon performance of the tasks listed in this job description. St. Louis Area Foodbank has the right to revise this job description at any time. The job description is not a contract for employment.*

**I have read, understand, and am able to perform all the tasks of the Corporate and Community Relations Officer position as described herein.**

Signature

Print Name Date

Revised 08/24/2021