

COMMUNITY ENGAGEMENT AND EVENTS COORDINATOR

The Ottawa Food Bank is a respected social service agency with a mission to collect and distribute food to its network of agency partners, who in turn serve clients in need throughout the city. Established in 1984 to fight community hunger, the Ottawa Food Bank has been serving the community's most vulnerable people with respect and dignity, providing healthy, accessible, and sustainable food for all. We are recruiting a full-time, permanent **Community Engagement and Events Coordinator** to join our growing team!

Be a part of some of Ottawa's biggest and most exciting fundraising events! You will have the opportunity to plan and execute small to large scale events, both online and in person. Working alongside our media partners, sponsors, and our dedicated Ottawa Food Bank Ambassadors, you will help bring Ottawa Food Bank's events to life! From small food drives to large online fundraising campaigns, and everything in between, you will have the opportunity to build your professional portfolio with an array of unique events.

Since the Pandemic started, the Community Engagement and Event's department has put a big focus on hybrid events and online fundraising. If you love designing websites, working in virtual event spaces, and have an innovative and entrepreneurial spirit, this job is for you!

JOB PROFILE – COMMUNITY ENGAGEMENT & EVENTS COORDINATOR

Reporting to the Development Manager, Engagement and Partnerships, the Community Engagement and Events Coordinator is primarily responsible for identifying, cultivating, soliciting, attending when necessary, and stewarding successful third-party fundraising events.

The Community Events and Engagement Coordinator also assists with the execution of the Ottawa Food Bank's signature and partnered events. This includes developing plans, budgets, communications, soliciting of in-kind gifts for prizes for events, and implementing logistics for our fundraising events to ensure maximum return on investment.

The Community Engagement and Events Coordinator organizes city-wide food drives within local grocery stores and works closely with other departments within the Ottawa Food Bank to execute these important events. Tasks may also include orientation and supervision of volunteers at onsite and offsite activities, while ensuring that the Ottawa Food Bank's excellent reputation in the community is maintained.

MAJOR RESPONSIBILITIES

Third party event cultivation and coordination, Food and Fund Drive Coordination:

- Actively identifies, cultivates, solicits and stewards third party events in support of the Ottawa Food Bank.



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- Attends and assists third-party community events as an Ottawa Food Bank representative and supervises volunteers when necessary. This may include evenings and weekends.
- Responds in a timely manner to inquiries about third-party food/fund drives and provides guidance and support to the organizers.
- Manages online peer to peer fundraising platforms and builds personal fundraising websites for 3rd party campaigns, and corporate donors.
- Works with the communications team to coordinate communications with third party and other event donors.
- Solicits prized sponsorship and in-kind gifts for events and our programs.
- Directly responsible for all ambassador communications, logistics, and stewardship of the annual Holiday Food Drive, our largest fundraising event with over 300 community food drives.
- Evaluates and documents food drive efficiencies and reports results.

Events Support:

- Assists with Ottawa Food Bank partnered and signature events implementation including the development of plans, critical paths, report updates, stewardship/recognition, constituent communications, fundraising toolkits, etc.
- Works closely with the communications team to develop event communications plans and social media strategies.
- Actively identifies sponsorship opportunities and corporate partners (e.g., cause marketing; team recruitment) in the community and from third party event's pipeline.
- Coordinates event logistics including venue selection, managing guest lists, food service arrangements, décor, etc.
- Coordinates needs and actively seeks out sales quotes from event partners as needed
- Solicits in-kind gifts and sponsorship for signature events and other event needs.
- Responds in a timely manner to inquiries from the public about events.
- Assists with other food and fundraising events as needed

Other:

- Responsible for fundraising event information management including data entry, reporting, etc.
- Responsible for the creation, administration, and overall management of our peer-to-peer fundraising platform (Raisin) and communication with third party event participants and donors to support their fundraising efforts.
- Responsible for acting as an Ottawa Food Bank representative at signature, partnered and third-party events and for public speaking requests in relation to Community Engagement and Events, when Development Manager, Engagement and Partnerships isn't available.
- Other projects/duties as assigned.



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KNOWLEDGE AND COMPETENCIES

- Passionate about the Ottawa Food Bank's mission and supporting the community that we serve.
- Excels at building and maintaining strong relationships.
- Dynamic self-starter with strong entrepreneurial spirit.
- Must be able to work independently but keep management updated on event progress
- Experience coordinating events with heavy logistics.
- High energy with a positive attitude and the ability to provide superior customer service and stewardship.
- Strong knowledge of business support processes and tools (e.g., Microsoft Office suite, databases, tracking systems).
- Experience with Raiser's Edge and/or Raisin seen as definite assets.
- Exceptional interpersonal, teamwork and organizational skills.
- Able to see all the details but understands the big picture.
- Strong oral and written communications skills.
- Experience with mass email creation and execution.
- Experience building marketing communications plans for events.
- Comfortable with public speaking and acting as a representative for Ottawa Food Bank's Community Engagement and Events department.
- Ability to work well under pressure.
- Ability to cope with high volume of work, events, and projects.
- Ability to multi-task while meeting strict deadlines.

EXPERIENCE

Previous experience in an event planning capacity with small and large scale events, preferably in a non-profit setting. Experience in virtual events an asset.

EDUCATION AND OTHER REQUIREMENTS

Completion of post-secondary degree, college diploma, or other relevant education, training, and experience in the field of marketing, fundraising or events management. Must have own vehicle and a valid "G" license.

RESPONSIBILITY FOR CONTACTS

The work involves ongoing contact with co-workers, volunteers, suppliers, donors, member agencies, and the public.



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PROBLEM SOLVING

Tact, discretion, and good judgment are necessary when dealing with contacts and making decisions regarding work priorities. The ability to effectively identify problems and resolve conflicts is required to work effectively as a team member.

SUPERVISION

This position has no direct reports. Oversees and coordinates the activities of volunteers at Ottawa Food Bank hosted events and third-party events and the Holiday Food Drive Assistant when required.

CONSEQUENCE OF ERRORS

Errors in judgment or lack of discretion when dealing with daily contacts could impact on the Ottawa Food Bank's image.

Errors in the planning or execution of events could lead to suboptimal results and negatively impact the Ottawa Food bank's reputation with the general public or third parties.

WORKING ENVIRONMENT AND TRAVEL

Work is normally performed in an office environment. Some duties are performed at offsite venues. Work after regular business hours and on weekends to plan and execute events is recurring. Travel is usually limited to the National Capital Region

At this time, due to the COVID-19 pandemic, Ottawa Food Bank staff are working primarily from home, and only coming on site only if required to perform their work.

PHYSICAL AND MENTAL REQUIREMENTS

The work is varied and can be stressful at times. There are frequent interruptions. Limited physical activity is required to perform the duties of the position. Some standing, walking, bending, and lifting is required at off-site events.

LANGUAGE REQUIREMENTS

Excellent English language skills (verbal and written) are a requirement of the position. Intermediate French language skills (verbal) are an asset.

SALARY

Salary is commensurate with experience. The salary range for the position is \$50,000-\$70,000 annually,

The Ottawa Food Bank values diversity in our workforce. We invite applications from all qualified persons, including persons with disabilities and members of the LGBTQ2S+ and BIPOC communities. Please let your recruiter know if you require accommodation at any stage of the recruitment process.



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Please follow the link below to apply:

<https://theottawafoodbank.bamboohr.com/jobs/view.php?id=57>