



Hawai'i Foodbank Job Description

Job Title: Events and Partnerships Coordinator

Department: Impact - Development

Reports to: Director of Corporate Relations & Partnerships

FLSA Status: Exempt

Last Review Date: January 2024

Approved By: President & CEO

Approved Date: January 2024

POSITION SUMMARY

The Events and Partnerships Coordinator serves Hawai'i Foodbank's mission by cultivating impactful partnerships through engaging fundraising events, sponsorships and campaigns to meet and build on the organization's fundraising goals. The position leads the daily coordination and logistics of Hawai'i Foodbank's major fundraising events and initiatives, including but not limited to Annual Food Drive Day, Great Chefs Fight Hunger and various cause marketing campaigns. The Coordinator is also responsible developing and growing the relationships of our event partners and corporate sponsors; working closely with the Director of Corporate Relations & Partnerships to develop and drive a comprehensive corporate partnership and engagement strategy in alignment with the organization's mission, vision, and strategic plan.

The Events and Partnerships Coordinator is a member of the Development, Marketing and Communications team. As this position plays a vital role in our work with internal and external parties, the Coordinator must be a skilled communicator (both verbal and written), collaborative, detail-oriented, and passionate about forging and nurturing long term partnerships for the organization. This individual also represents the Foodbank through internal and external activities, which may include evenings and weekends. The Coordinator must demonstrate an active commitment to Hawai'i Foodbank's mission in all aspects of daily work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

EVENT PLANNING

- With strategic vision of the Director, assume a lead role in planning and executing all fundraisers and events. (three major events, as well as designated beneficiary and cause marketing, and industry coalition fundraising campaigns.)
- Manage event logistical details, serving as the point of contact for vendors (i.e. catering, venue, printing), supporters and sponsors, volunteers, and attendees.
- Create event communications such as save the dates, invitations, e-blasts, programs, and other marketing materials in partnership with marketing and communications team as needed.



- Develop long lead timelines, programs and run of shows for major events, working with event committees and stakeholders as needed.
- Record and track event data and constituent information, including budget information, registration lists, results, and outcomes.
- Coordinate other seasonal or special events such as cause marketing related events capitalizing on our brand and other fundraising opportunities.
- Manage utilization of online giving platform for events and corporate fundraising initiatives.
- Maintain annual calendar, filing and organizational system for campaigns and events.
- On occasion handles customer service issues and conflict resolution among donors, sponsors, staff, and volunteers according to established procedures.

CORPORATE SPONSORSHIP AND PROPOSAL WRITING

- Research and identify corporate proposal and sponsorship funding opportunities that align with our mission and budgeted priorities.
- Writing, submitting, and managing event and sponsorship related proposals working in partnership with foundation relations team when applicable.
- Working with Director to create proposals, budgets, and presentations.
- Maintaining calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports.
- Fulfill corporate partner and sponsorship recognition and benefits.

DONOR STEWARDSHIP

- Maintains and manages corporate and event donations, donor stewardship and database using the donor management system (Raiser's Edge).
- Ensures timely donation acknowledgements in collaboration with Donor Services.
- Maintain donor portfolio and pipelines for corporate solicitations.
- Assist in the communication of processing donations and acknowledgement in partnership with Finance, Donor Services and other departments that apply.
- Other duties as assigned.

OTHER FUNCTIONS

- Comply with all federal, state, and company policies, procedures, and regulations.
- With team, present recommendations and assist in implementing quality initiatives.
- Provide support on any other duties as assigned.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working evenings, holidays, special events and project work and weekend hours as needed and/or assigned.



PHYSICAL DEMANDS:

Physical Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
Pushing: Pulling: Lifting: Ground to Waist Height Waist to Chest Height Overhead Height Carrying		X X X X X X X		
Sitting: Standing: Walking: Running:		X	X X	X
Stair Climbing:		X		
Bending:		X		
Crawling:		X		
Squatting:		X		
Kneeling		X		
Stooping:		X		
Crouching:		X		
Climbing:		X		
Forward Reaching:		X		
Twisting:		X		
Side Bending:		X		
Overhead Reach:		X		
Grasping: Handling: Finger Dexterity:				X X X
Vision:				X
Hearing:				X
Eye-Hand-Foot Coordination:				X

DESCRIPTION OF TASKS

- Most tasks covered in essential duties and responsibilities.



COMMUNICATION DEMANDS:

Communication Demands:	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
The position requires talking to co-workers:				X
The position requires talking to current and prospective volunteers, food partner agencies, companies, organizations, and other stakeholders:				X
The position requires written communication to co-workers:				X
The position requires written communication to current and prospective volunteers, food partner agencies, companies, organizations, and other stakeholders:				X
The position requires talking on the telephone:				X
The position requires supervising others:				X
The position requires responding to written or verbal requests of co-workers:				X
The position requires responding to written or verbal requests of current and prospective volunteers, food partner agencies, companies, organizations, and other stakeholders::				X
The position requires training, presentations, and giving verbal instructions:			X	
The position requires receiving verbal instructions:		X		
The position requires receiving written instructions:		X		
The position requires reading:				X



Communication Demands:	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
The position requires visiting/ working at different worksites:			X	

DESCRIPTION OF TASKS

- Most tasks covered in essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in philanthropy, communications, or related field; and/or five years related experience and/or training; or equivalent combination of education and experience.
- Five years of event planning, marketing, sales and/or non-profit experience is preferred.
- One year of experience working in event planning or related job required.
- Proficient in computer office software including Microsoft Office Word, Excel, and PowerPoint familiarity with other office software, required. Proficiency in Adobe Pro, Microsoft Teams, Zoom, and Raiser's Edge preferred.
- Familiar with Mail Chimp and GiveSmart and/or other email marketing and mobile bidding and online fundraising software.
- Familiar with InDesign, Canva, and/or other graphic design software preferred.
- Demonstrated ability to obtain funds and resources for non-profit organizations, preferred.
- Familiar with Hawaii Foodbank mission and programs preferred.
- Team player with a natural affinity for building close, effective working relationships with a diverse group of stakeholders.
- Customer-first mindset and a passion for continuous improvement.
- Enthusiastic, self-motivated, and demonstrates excellent problem-solving and decision-making skills.
- Excellent time-management skills and the ability to balance multiple events simultaneously.
- Outstanding attention to detail, communication (verbal and written) and organizational skills.
- Can work effectively independently and on a team.
- Ability to meet deadlines.
- Respectful of people affected by food insecurity.



- Capable of quickly and independently learning the organization's online data management and communication tools.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, percentages. Ability to apply all concepts of bookkeeping and all generally accepted accounting procedures.

REASONING ABILITY:

- Ability to carry out a varied and wide range of written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized and unique situations.
- Possess the ability to define problems, collect data, establish facts, and draw valid conclusions in the problem solving and decision-making process; ability to interpret an extensive variety of technical instructions; and ability to analyze all aspects of a situation and determine win-win outcomes.

EQUIPMENT, MACHINES, TOOL, VEHICLES USED:

- Ability to use a computer workstation, including keyboard, mouse, glide/track pad, printer, copier, scanner, fax, and communication systems (including internal VOIP system, online meeting/communication systems, mobile systems, etc.)
- Proficient computer software skills (Microsoft Office, Adobe Acrobat, Raiser's Edge, Square, MobileCause, etc.)
- Operate 10-key calculator.
- Must have valid driver's license, clean driving record, and regular access to insured vehicle.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand. The employee must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific



vision abilities required by this job include distance vision and the ability to adjust focus.

WORK ENVIRONMENT:

- Requires driving for off-site day, evening, and weekend meetings and events, as needed or assigned. Must also be able to safely drive Hawaii Foodbank van for special projects, as assigned.
- Requires the use of computer, mobile, telephonic equipment, etc.
- The noise level ranges from quiet to moderate to loud at times.

ADDITIONAL INFORMATION

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

I have read and understand the essential duties, responsibilities and qualifications for this job and am able and willing to perform them accordingly.

Signature

Date

Print Name