



Heart of Alabama Food Bank Position Description

Position Title: Development Events Coordinator

Reports To: Director of Marketing

Pay Range: \$36,000 - \$49,000

FLSA Status: Non-Exempt Salary

Description

The Full-Time Development Events Coordinator engages the community to support the Heart of Alabama Food Bank through organizing food and fund drives, local outreach, and HAFB events. This position serves as the primary contact for schools, businesses, faith groups, civic organizations, and individuals who host drives. The Coordinator also provides support for community events that raise awareness, resources, and partnerships to fight hunger across the food bank's 12-county service area.

This is a full-time position requiring strong organizational and communication skills, along with the ability to represent the food bank professionally in public settings.

Key Responsibilities

Food & Fund Drives

- Lead outreach and coordination for all food and fund drives.
- Provide partners with toolkits, resources, and guidance to maximize drive success.
- Coordinate logistics with operations team for collection and distribution needs.
- Track outcomes, maintain accurate records, and ensure timely acknowledgment of drive partners.

Events & Community Outreach

- Represent the Heart of Alabama Food Bank at community events, tabling opportunities, and public engagement activities.
- Support planning and logistics for fundraising and awareness events as needed.
- Capture event photos, stories, and testimonials for use in marketing and donor relations.

Partnership Stewardship

- Maintain a database of food/fund drive and event partners.
- Provide thank-you communications, impact reports, and recognition to encourage repeat participation.
- Identify potential donor prospects through drive and event partnerships and flag for Director of Donor Relations and the Director of Corporate and Community Partnerships.

Administrative Support

- Maintain a calendar of upcoming drives and community engagement opportunities.
- Provide regular updates and reports to the Director of Marketing.

- Assist with the distribution of outreach materials and promotional items.

Qualifications

- High school diploma or equivalent required; some college coursework preferred
- Ability to work a flexible schedule that will include some occasional evenings or weekends for events
- Strong communication and interpersonal skills; comfortable engaging with diverse groups
- Proficiency in Microsoft Office and willingness to learn database systems (Bloomerang experience a plus)
- Ability to work independently and as part of a team
- Experience in nonprofit, customer service, events, or community engagement preferred
- Comfort with public speaking and representing the organization at events preferred

Core Competencies

- Adaptable: Can shift quickly between tasks and priorities.
- Friendly & Approachable: Creates a welcoming experience for donors, volunteers, and partners.
- Organized: Keeps details in order while juggling multiple projects.
- Mission-Driven: Committed to fighting hunger and serving the community.

Work Environment & Physical Requirements

The demands described here represent those that an employee must meet to perform the functions of this job successfully. Reasonable accommodation may be made to enable individuals to perform the tasks outlined in this job description.

This position operates in both office and community settings. This position requires sitting at a desk for long periods and involves extensive computer work with frequent interruptions. Vision abilities required include close vision and the ability to adjust focus. Routine travel to functions and special events is standard. Occasionally responding to organizational needs outside of regular working hours may be necessary. The employee may be required to walk, stand, push, pull, lift, bend, and carry objects up to 30 pounds. With forklift traffic in the facility and products stacked and stored throughout, this position requires someone mobile who can hear and watch for traffic and typical hazards of a warehouse environment.

My signature indicates that I understand my duties and responsibilities and intend to adhere to all the requirements of this position fully. If at any point I fail to understand what is required, I will seek to gain clarity from my chain of command.

Print Name: _____ Date: _____

Signature: _____