



We are seeking a Corporate and Foundation Relations Coordinator!

Do you have a passion for food justice and social services? Are you ready to bring your writing skills and collaborative spirit to an organization that is the backbone of Pierce County's emergency food system? Do you want to work with an effective team, interact with incredible volunteers, engage with the community, and use your creativity to have a significant impact on food security in our community?

OUR STORY:

Emergency Food Network's (EFN) mission is to provide Pierce County with a consistent, diverse, and nutritious food supply so that no person goes hungry. EFN, located in Lakewood, WA, was established in 1982. Each year, we distribute over 14 million pounds of food and serve over 75 partner food pantries, meal sites, and shelters. The food comes from a variety of sources including donation, purchasing, and government distribution programs. Our Board of Directors and Ambassador Board are active and engaged. Diversity, Equity, and Inclusion are central to our agency vision, and we include all staff and board members in this ongoing work and training.

SUMMARY DESCRIPTION:

Emergency Food Network is seeking an experienced, full-time Corporate and Foundation Relations Coordinator who will work as a vital member of the Development team to execute plans based on the strategic initiatives of the organization. This includes grant research, writing, and reporting. This also includes maintaining relationships with existing corporate partners and identifying prospects for new corporate donors, including sponsorship requests. This role works with the Finance and Programs teams to ensure that the use of funds aligns with donor intent. This position reports to the Development Manager.

ESSENTIAL FUNCTIONS:

Grants (40%)

- Writes and submits grant proposals and reports on timely basis as outlined in organization grant calendar; an average of 5 per month
- Actively prospects new grant opportunities to support the strategic growth of the agency
- Work with other departments at EFN to track use of funds and other grant metrics
- Learn EFN's programs, needs, and priorities to develop compelling proposals that align with funder goals
- Use databases to track donor relationships and involvement
- Arrange site visits with current and prospective funders

Sponsorship and Corporate Relations (40%)

- Identify, cultivate, and steward corporate sponsorships and giving in conjunction with the Development Director and Development Manager
- Track sponsor benefits in collaboration with Communications Coordinator



- Work with Volunteer Coordinator to engage corporations in a 3-pronged approach to giving: funds, food and fund drives, and volunteering
- Assist companies with hosting fundraisers benefiting EFN

Agency Representation (10%)

- Connect with donors in person, over phone, and via email to provide updates about EFN's work, answers about ways to get involved, and donor impact
- Participate in Hunger Action Day and other advocacy opportunities
- Attend club and corporate meetings to present information about EFN

Operations Support (10%)

- Tracks internal and external statistics about food insecurity and poverty to help maintain agency voice and storytelling, compiling data into agency stat sheet
- Collaborates with other team members and departments to prepare staff for meetings, funder visits, and other events that need current data and stories
- Support development team with event logistics during throughout the event planning process and on event days
- Other duties as assigned

EMERGENCY FOOD NETWORK IS LOOKING FOR SOMEONE WHO:

- Bachelor's Degree preferred, but all applicants with the experience, training, and education required to succeed in the role will be considered
- Demonstrated ability to write, manage, and oversee compelling grant materials
- Minimum two years' experience in fundraising/philanthropy/development or applicable fields
- Ability to prioritize and multitask, manage deadlines and solve problems effectively and efficiently in a service-oriented manner
- Has strong time-management, detail-management, and prioritization skills.
- Must be able to maintain confidentiality with sensitive information
- Ability to thrive both on a team and working independently
- Knowledge of DonorPerfect or other CRM databases preferred
- Willing and eager to participate in Diversity, Equity, and Inclusion work
- Must have valid driver's license

WORK SCHEDULE:

The schedule is typically 8 am to 4:30 pm Monday through Friday. There are occasional weekend and evening events and volunteer activities, flex time or overtime are available when additional hours are needed. This job is eligible for a modified hybrid remote schedule with up to 2 remote days per week depending on schedule and staffing needs after 90 days. EFN observes all COVID-19 safety protocols.

PHYSICAL DEMANDS:

Position requires continuous talking and listening, in person and by phone. Extended periods of sitting while using computer keyboard. Uses repetitive wrist and hand motions. Requires frequent standing, walking, and reaching. Requires ability to lift 25 pounds, alone or with a partner.

COMPENSATION STARTING:

- Full time position - \$28 - \$30 per hour based on experience
- Benefits start accruing 60 days after employment and include:
 - 2 weeks of vacation accrued during first year, increases to 3 weeks' vacation in second year and each year after (up to a maximum of 4 weeks per year)
 - 8 hours of sick leave accrued each month
 - We provide medical (low deductible) vision, dental, short- and long-term disability, and life insurance
 - EFN currently covers 100% of the cost of the employee's insurance premiums
- EFN has a 403(b) plan and contributes 5% after the employee has been employed six months
- Ongoing opportunities for professional development, including monthly staff trainings

HOW TO APPLY:

EFN invites applications from qualified individuals interested in working for a high-performance, mission-driven organization. Please submit your cover letter **and** resume to jobs@efoodnet.org. Use the subject line Corporate and Foundation Relations Coordinator. Applications will be considered on a rolling basis until the position is filled. All applicants will be subject to a background check. Background check findings do not automatically disqualify you from employment.

EFN is an equal opportunity employer. For more information about Emergency Food Network, please visit our website www.efoodnet.org.