



Part-Time Events and Outreach Associate Job Description

Department: Development
Reports to: Communications and Special Events Manager
Employment Type: Part-Time (approx. 25 hrs/week)

The events and outreach associate will be responsible for supporting development functions and advancing the mission and vision of the Food Bank of Northwest Indiana through fundraising and community outreach events. This includes, but is not limited to the management and execution of the Food Bank's signature fundraising event, 5K Walk, corporate sponsorship events, and various public, community, and networking events on behalf of the Food Bank of Northwest Indiana

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, oversee, and execute logistical aspects of the annual 5K Walk for Hunger, including: location, course design, signage, food and beverage, equipment rentals, and other race-related needs.
- Work closely with the agency relations manager to ensure agency representation and participation in the 5K Walk; manage agency team signups and assist with agency fundraising.
- Plan, oversee, and execute logistical aspects of Food Bank's signature fundraising event, including: food and beverage vendors, silent auction and day-of fundraising events, entertainment, and venue/equipment rentals.
- Network with and solicit new corporate sponsorships.
- Ensure compliance with all city and state permitting departments, and oversee staff and volunteer activities during the event.
- Coordinate with the communications and special events manager to successfully market and promote all special events and fundraisers.
- Conduct post-event reporting and analysis.
- Serve as staff lead for special events committees.
- Work closely with the development team to maintain and expand fundraising activities and volunteer participation designed to increase the identification, education, cultivation, and stewardship of sponsors, donors and volunteers
- Plan and coordinate the organization's presence at public meetings, speaking opportunities, and community events to promote community engagement and increase awareness of the Food Bank.
- Represent FBNWI at community events, including networking and speaking engagements.
- Work closely with the development team to identify and execute outreach activities, including weekly and one-time food distributions, agency events, and other public events.
- Collaborate on projects with Food Bank staff and volunteers as necessary.
- Additional duties as assigned.

QUALIFICATIONS

Bachelor's degree in communications, marketing, or other related field; experience in event management and fundraising activities preferred; strong commitment to the mission of the Food Bank of Northwest Indiana; excellent written and verbal communication skills; strong presentation and public speaking skills; organized, self-motivated and able to work independently; excellent organizational skills with the ability to handle multiple tasks and problem solve; proven ability to work as part of a team; ability to supervise volunteers and staff during fund raising events; results-oriented and a passion for creativity; experience

with hunger relief or other nonprofit organization is a plus, but is not required; flexibility and ability to work non-standard hours, including evenings and weekend; ability to attend occasional community and special events; reliable access to a vehicle is preferred.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to or working near moving mechanical parts. The employee is occasionally required to work in outdoor conditions and extreme non-weather cold. The noise level in the work environment is usually moderate.

HOW TO APPLY:

Email résumé and cover letter to: jobs@foodbanknwi.org.