



Development Coordinator

Durango, Colorado
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About the Durango Food Bank

The Durango Food Bank's mission is to "work[] in collaboration with our community to feed and empower our neighbors in need." The food bank is a staple resource in La Plata County and has served clients both deeply rooted in our community, as well as clients who are just starting to discover this beautiful corner of Southwest Colorado. Our success relies heavily on our wonderful and dedicated volunteers, as well as generous donations from community members and businesses.

The Durango Food Bank distributes food to almost 12,000 La Plata County Residents struggling with food insecurity each year. The original mission was to provide enough food to our neighbors so that no one in our community would starve while also being purposeful in not creating dependence. Our current work is to provide reactive emergency assistances, which may include emergency responses to COVID-19, situations where an individual's or family's income level puts them above the food assistance qualifying threshold, or where a contributing family member is temporarily unemployed.

Thank you for your interest in joining our team as we continue to work feeding our La Plata County neighbors in need.

Position Description

The Development Coordinator will work in collaboration with the Executive Director to carry out Durango Food Bank operations, goals, and mission. This position is responsible for a wide range of administrative and support activities. Approximately 25-30 hours per week, Monday-Friday, 9:00-5:00 and occasionally weekends.

Key Responsibilities

Tasks may include but are not limited to:

- Prioritize daily operations while also conducting both short-term and long-term project-based goals.
- Perform general clerical duties, including but not limited to, data entry, maintaining filing systems, recording donor contribution, handling requests for information, sending donation receipts, recording and reporting donations, and maintaining volunteer schedules.
- Carry out program objectives.
- Implement and enforce program procedures and policies.
- Assist with special event planning and organization.

- Perform general receptionist duties such as answering, screening, and transferring inbound calls, sending and replying to emails, taking and responding to voice messages, etc.
- Evaluate operations and provide recommendations for adjustments accordingly to best serve our clients and volunteers.
- Write and distribute press releases.
- Receive, record, and manage donations, both monetary and food and non-food items.
- Coordinating, managing, and organizing food drives.
- Field client inquiries and assist in making appointments.
- Oversee and operate USDA programs (CSFP, TEFAP, etc.) for clients while working with program administrators on applications and monthly reports.
- Manage and organize the Durango Food Bank distribution programs (Curbside Pick Ups, Self-Select Pantry and the Home Delivery programs) by preparing for the program (stocking shelves or assembling orders), managing the operation of the program (overseeing the volunteers helping to implement the programs), and facilitating the documentation (filling orders, recording pertinent information, and submitting completed orders).
- Recruit, train, and manage volunteers and volunteer projects, ensuring positions are carried out in accordance with current policies and procedures, on a daily basis including both individuals and large groups.
- Provide any other support deemed necessary to fulfill the mission of the Durango Food Bank.

Qualifications

- High School Diploma or equivalent required.
- Must be able to pass drug test and be willing to complete drug testing at random throughout employment.
- Ability to work effectively with diverse groups of people.
- Experience as a Development Coordinator or equivalent experience preferred.
- Demonstrated experience working in customer service.
- Must have valid Driver's License with clear driving record as well as reliable transportation.
- Working knowledge of office equipment, including phones, printers, computers, fax machines, copiers, and scanners.
- Excellent time management skills and the ability to prioritize work.
- Must be deadline driven and highly organized.
- Attention to detail and ability to complete tasks with minimum supervision.
- Must be able to maintain a high level of confidentiality.
- Ability to answer phones, conduct email correspondence, and provide in-person customer service to clients with etiquette.
- Proficiency in Microsoft Word, PowerPoint, and Excel.
- Strong ability to establish and maintain effective working relationships with internal and external partners.
- Results-oriented, self-starter with the ability to think strategically and have fast-paced, dynamic problem-solving skills.
- Ability to work both independently and as a leader or member of a team in a dynamic and creative environment.
- Ability to be flexible, adaptable, and able to stay calm under pressure.
- Ensure maintenance and cleanliness of the facilities.
- Ability to demonstrate sound judgment and show a commitment to the mission and desired outcomes of the organization by contribution to a teamwork environment.

- Ability to carry out volunteer roles as needed, including Front Desk, sorting produce, assembling dry/non-perishable canned good products, stocking shelves, etc.
- This position requires the ability to repetitively lift boxes and/or crates weighing up to 30lbs.

Application Materials

Interested applicants should attach their coverletter, resume, and three references to the Durango Food Bank application and email materials together to the Executive Director, Sarah Smith, director.durangofoodbank@durango.net. Please describe your interest in public service work and any relevant experience. Position will be open until filled. You will be asked to bring a copy of your driving record to any schedule interviews.

Durango Food Bank is an equal opportunity employer where an applicant's qualifications are considered without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or any other basis prohibited by law.