

# **Food Bank of WNY**

## **JOB DESCRIPTION**

**POSITION TITLE: FOOD DRIVE COORDINATOR - IVC**  
**REPORTS TO: MARKETING AND DEVELOPMENT MANAGER**

**SUMMARY OF DUTIES:** Beyond product donation and funding contributions, food drives play a significant role for the Food Bank of WNY. Food drives are typically supported by the Food Bank's Development Department and Marketing Coordinator; initial contact regarding interest in hosting a food drive typically derives from the would-be organizer. Food drives can range in their size and scale, which also affects the Food Bank's involvement in the particular food drive process. The individual will examine the current food drive process and draw conclusions of ways to improve and streamline. They will also take a deeper look at what we want the process to be in the future--- virtual food drives.

**RESPONSIBILITIES:** Gain a vast amount of knowledge on the current food drive process at the Food Bank of WNY by reviewing the process with the Marketing Coordinator and any other personnel who work on the food drives (e.g., warehouse personnel also). Assess the areas of improvement in the process and do thorough research of what other food banks are doing with their food drives. Compose a plan to implement the best practices for food drives at the Food Bank of WNY and follow through with their execution and evaluation.

**QUALIFICATIONS REQUIRED:**

- Bachelor's Degree
- High level of communication skills
- High level of research skills

If you are interested in this position, please contact Minnie Wyse, IVC Buffalo Regional Director c/o St. Michael's Church (716) 854-6726.

**The Food Bank of WNY is an affirmative action/equal opportunity employer and is committed to respecting diversity and individual differences.**