

JOB POSTING

Coordinator, Corporate Food Partnerships -13 months Contract

Daily Bread Food Bank works towards long-term solutions to end hunger and poverty and runs innovative programs to support individuals living on low incomes and experiencing food insecurity. Daily Bread distributes fresh and shelf-stable food, and fresh-cooked meals to 129 member agencies and 205 food programs across Toronto. Daily Bread also publishes the influential Who's Hungry report - an annual survey measuring trends in food insecurity and poverty in Toronto to educate the public and spark policy change.

Job Title	Coordinator, Corporate Food Partnerships
Department	Development
Reporting to	Senior Manager, Corporate Partnerships
Location:	191 New Toronto Street, Toronto, ON, M8V 2E7
Salary:	\$63,000- \$65,900 per annum (depending on experience)
Terms:	35 hours a week / Full-Time, 13 months Contract, Hybrid
Schedule:	Monday to Friday, 8:30 am -4:30 pm

Additional benefits and considerations for you:

- 100% employer-paid health and dental benefits.
- Free daily lunches when on-site at 191 New Toronto St office.
- 15 days of paid vacation per year
- Paid sick leave and personal days.
- A hybrid work environment.
- Recognized as one of Greater Toronto's Top Employers (2024).
- Awarded Canada's Most Admired Corporate Cultures by Waterstone Human Capital (2023).
- Recognized as a 5-star rated charity by Charity Intelligence Canada (2023).
- Creative, kind, fun, and passionate team culture.
- Free on-site parking.

POSITION OVERVIEW

The Coordinator, Corporate Food Partnerships, is responsible for collaborating with the corporate food team to support the inbounding of food inventory and engaging the corporate in-kind donor portfolio to support Daily Bread's mission of ending hunger in our city. This position reports directly to the Senior Manager, Corporate Partnerships.

Donor and gift administration 30%

- Maintain accurate and consistent donor activity tracking in the Raiser's Edge database, including call reporting, moves management and database updates.

- Execute Daily Bread’s fundraising principles and guidelines to create a donor journey through the food procurement sales funnel.
- Work in tandem with the corporate food team on maintaining prospecting database to reflect outreach and engagement with new potential food donors.
- Deploy monthly stewardship emails, donor reports and ensure recognition is tracked accurately.
- Prepare reports as required for internal teams along with stakeholder asks to inform business decisions and use of resources to support food procurement.
- Act as main contact for financial donations for food industry donors from point of pledge, invoicing, processing with finance team, and stewardship requirements.

Grant writing and proposal development 40%

- Research and identify new and recurring financial grant opportunities made available through food donor partners.
- Ensure viability with Daily Bread’s fundraising principles and guidelines through strategic coordination with Coordinator, Fundraising Support & Special Projects.
- Create expertly written grants to compel corporate donors and partners to support Daily Breads work, complete grant reports and ensure reporting is accurately tracked and adheres to grant guidelines.
- In collaboration with the Sr. Manager, Corp Partnerships, execute detailed proposals to potential in-kind partners which reflect the complexity of food inventory needs. As needed, prepare briefing notes, proposals, and impact reports for corporate partners.
- Identify and execute boutique cause marketing campaigns with corporate partners to generate revenue through public engagement, marketing, sales, and event attendance.

Operational and account management 30%

- Responsible for the flow of donated food through grocery yellow bin, fire halls, and retail food programs.
- Respond in a timely manner to donor requests through shared inboxes, high volume of phone and email inquiries, ensuring donor satisfaction with Daily Bread public donation programs.
- Own the scheduling and operation of retail food programs through a high volume of donor communications at both store and corporate levels.
- In collaboration with transportation and operations team, strategically identify scheduling and deployment of trucking resources to meet donor demand.
- Attend weekly and ad-hoc meetings with development, operations, and marketing communications as they relate to donor outreach, engagement, stewardship, and overall donor retention.

Education/Experience (or equivalent)

- You are building upon a solid base of 2+ fundraising and research experience, employing a long-term perspective of how to grow and maintain a program which will have implications for many stakeholders.
- You have a natural inclination to build and foster partnerships, leveraging existing ones while establishing new inroads as a natural people person with a trusting relationship-building approach.

- You are donor and customer-focused with a keen eye for improving donor experience and providing feedback on everyday processes and barriers.
- You are an excellent communicator with strong writing skills, you have exceptional communication and diplomacy skills coupled with experience in cross-functional collaboration, partnership building and navigating interpersonal relationships across organizations both internally and externally.
- Experience in business writing, grant writing experience an asset
- You are confident using data to inform decisions and move program development forward, tracking key performance indicators such as donation weights, food categories, and spoilage, and required reporting for internal and external stakeholders.
- Proficiency in Microsoft suite (e.g., Excel, Word, Outlook, Teams, etc.)
- Experience using Raiser's Edge, Wireless Warehouse
- Ability to work autonomously and as a member of a team in a fast-paced, high-volume and professional environment, managing multiple priorities.
- Experience working in a client-facing role within the food industry and/or retail is an asset.
- Interest in solutions to ending poverty, hunger relief, and food sustainability.
- Able to travel within the GTA and have a valid G-class driver's license.
- Ability to work autonomously and as a member of a team in a fast-paced, high-volume, and professional environment.

HOW TO APPLY

To be considered, applicants must submit a cover letter and resume by **Sunday, February 23rd, 11:59 p.m.** to careers@dailybread.ca with the headline "Coordinator, Corporate Food Partnerships". Interviews for the position will be conducted on a rolling basis.

Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups and those with lived experience of poverty or food insecurity. Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to Human Resources.

Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview.