

Job Title: Development Coordinator
Supervisor: Manager of Donor Campaigns



We are a mission- and purpose-driven non-profit organization which serves those who suffer from food insecurity throughout Los Angeles County. We provide food to more than 300,000 clients on a monthly basis and distributed 70 million pounds of food in 2017 to children, seniors, working families, veterans, and other neighbors in need. We work with more than 650 agencies such as churches, schools, and other community outreach programs to distribute food across Los Angeles. We aim to accomplish our mission of mobilizing resources to fight hunger in the community by operating under our established values of respect, stewardship and accountability, collaboration, urgency, service, integrity, and diversity.

You are a great communicator, trustworthy, and you have remarkable project and time management skills. You are excited to help those in need and are especially passionate about relieving food insecurity in the community. As a Development Coordinator you will be trusted with the management of traditional food drives as well as the “Virtual Food Drive” program. You will assist with Food Bank events such as Feed SoCal and KTLA Take5. As part of the development team, you will interact with food drive donors. You will also be generating monthly activity reports to track food drives and assist with Food Bank’s direct mail campaigns and vendor management. Your solid writing skills and drive for high quality, as well as knowledge of Excel are what makes you a perfect fit for our team. Working at the Food Bank you’ll quickly feel the passion that we have for our cause, a passion that we hope you share with us. Join the Food Bank in feeding Los Angeles; we are looking for someone just like you!

We offer a competitive benefits package:

- Medical, dental, vision, flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability
- 403(b) retirement savings plan
- Employee Assistance Program
- Vacation: 80 hours for the first 3 years
- Sick Time: 72 hours per year

If interested in this position, please apply directly at <https://www.lafoodbank.org/jobs/> or e-mail your résumé and cover letter to jobs@lafoodbank.org

As a part of the Food Bank’s pre-employment screening process, all potential employees are subject to a Criminal Background Check.

The Los Angeles Regional Food Bank is proud to be an “Equal Opportunity Employer”.