



## **BOH Program Coordinator Job Summary**

### **Organization Summary:**

Bags of Hope, a non-profit organization established in 2013, supplies free weekend food provisions to students experiencing food insecurity. Through rapid growth, Bags of Hope currently serves about 25 schools and 500 children on a weekly basis in the Greater Charlotte area. Bags of Hope currently is managed and run by an all-volunteer Board of Directors and multi-team volunteer workforce, enjoying broad community engagement.

### **Position Opportunity:**

Bags of Hope seeks a Program Coordinator to lead and run our backpack program. Representing the organization's sole paid staff, the Program Coordinator will work alongside volunteer leaders, managing the volunteer workforce and coordinating all aspects of the backpack program. Other key duties include fundraising, grant writing, marketing, and community outreach.

### **General Responsibilities:**

- 1) Program management (60%):
  - Coordinate various aspects of the program including food inventory, food acquisition, coordinating bag-packing events and schedules, quality control, communicating with school counselors, and coordinating bag distribution and volunteer drivers.

- Note all of the above tasks are currently performed by volunteers, and many will continue to be performed by volunteers; therefore coordination and delegation are the primary activities.
- Staff the warehouse to receive deliveries, oversee activities, and maintain organization. Ensure warehouse, supplies, and technological needs are met. Basic cleaning within the warehouse/office.

2) Fundraising (20%):

- Grant writing: maintain calendar of grant deadlines, seek new grant opportunities, apply for grants, and follow-up with grant reports/updates.
- Donor engagement: communicate with donors (e.g. thank-you notes), consider donor appreciation activities.
- Corporate engagement: contact corporate partners/donors periodically for mutual benefit (e.g. express appreciation, cultivate donations, ask how we can reciprocate via advertising etc.), seek new corporate partnership or sponsorship opportunities.
- Fundraising events: participate in conception and planning.
- Communication/marketing: social media engagement, monitor website for needed updates, contribute to monthly newsletter.

3) Administration (20%):

- Attend Board meetings and present updates to board.
- Maintain timesheet indicating time spent on different task categories.
- Review, update, and/or assess need for written policies and procedures.
- Participate in media interviews and/or community requests as indicated.
- Submit expense requests to treasurer, review bank statements as part of transparency and accountability protocol, receive and process invoices with treasurer approval.
- Check mail (warehouse and PO box), process check donations, maintain donor database.

4) Other duties as may be assigned by the board of directors, with input from employee.

**Professional Qualifications:**

- A bachelor's degree.
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.
- Strong written and oral communication skills.

- Self-starter, with a strong work ethic and high degree of energy and integrity. Ability to work independently.
- Experience with MS Excel/Word/PowerPoint and database management (user-level)
- Not required but a plus:
  - Experience in nonprofit program management or business management.
  - Experience in fundraising, grant writing, and corporate relations.
  - Experience in community engagement, communications, and volunteer management.

**Schedule and Compensation:**

- Expectation is individual maintains office at warehouse, located in Lake Norman, NC area. Flexibility during day, but personal connection with weekly deliveries and volunteers and establishment of regular office hours are critical.
- Part-time position, negotiable scheduling:
  - Guaranteed 1600 hours/year minimum.
  - Seasonal schedule: 40 hours/week during work weeks, up to 44 weeks/year predominantly during the school year with most time off in the summer.
- Salary/wage negotiable, depending on experience and qualifications. No health, retirement, or insurance benefits.

**To Apply:**

- To apply, please send your resume and cover letter to [BagsofHopeLKN@gmail.com](mailto:BagsofHopeLKN@gmail.com). Up to three professional references may be requested. Questions or inquiries may also be directed to this email.