Position Posting
Director of Community Engagement

How would you like to join a group of dynamic individuals working to eliminate food insecurity and achieve racial, social, and health equity in your community? Consider working for Moveable Feast as the **Director of Community Engagement**.

Established in Baltimore, MD in 1989 as a response to the HIV/AIDS epidemic, Moveable Feast holds a 30-year commitment to the health and well-being of Marylanders. By providing both nutrition education and delivering medically tailored meals, Moveable Feast is a Nonprofit organization dedicated to treating chronic illness through access, education, and food as medicine.

Our Mission
Improve the health of Marylanders experiencing food insecurity and chronic illness by preparing and delivering medically tailored meals and providing nutrition education, thereby achieving racial, social, and health equity.

Our Values
COMPASSION
EQUITY
QUALITY
INTEGRITY
HOPE

Moveable Feast works to be an organization diverse in thought, life experience, race, gender identity, sexual orientation, age, physical and developmental ability, and socioeconomic status. We seek candidates who will contribute to diverse, equitable, and inclusive environments for our clients, volunteers, and staff. Moveable Feast has taken an anti-racist stance that moves beyond mere statements on our commitment to minimizing negative impacts in the present and future by denouncing racism; evaluating policies and practices, and recognizing and dismantling oppressive systems.

To apply:
Please submit your resume, cover letter, and writing sample to Brandy Jones at bjones@mfeast.org to be considered for the position. Submissions without all requested material will not be considered. Please, no phone calls.

The Position
The Director of Community Engagement fosters the engagement of the compassionate community that works to achieve the mission and vision of Moveable Feast. The Director is an experienced team leader who is responsible for developing and supporting the Community Engagement team in order to meet fundraising goals, host major fundraising events, communicate with stakeholders and engage volunteers. The Director builds strong relationships with individuals, corporations and foundations that support Moveable Feast as donors, volunteers, sponsors and partners. The Director is a member of the leadership team and works collaboratively with all departments to maximize and strengthen the internal capacity of the organization to fulfill the mission.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Leads the Community Engagement team by setting goals, meeting regularly with the team and individual staff, and supporting the development of staff
- Ensures that community engagement is grounded in race, equity and social justice with an emphasis on the common good of the community
- Participates in Moveable Feast's annual budget development process by estimating revenue based on past and potential support
- Provides staff support to the Board Development Committee by meeting regularly with the Chair, scheduling meetings, preparing and sending out meeting materials
- Coordinates with the Finance Department to provide a system of receiving, recording, and depositing donations, & contributions; & ensure a system of receipts & acknowledgments to all donors
- In coordination with the Executive Director and Development Committee, sets targets and creates the annual development plan and strategy to meet fundraising goals for individual, corporate, foundation and event revenue.
- Tracks all foundation and grant proposal deadlines, writes grant proposals and ensures quality, timely submissions of all grant materials including grant reports.
- Provides material for and reviews all external communications and content for social media platforms and the website
- Ensures that the organization has a consistent brand strategy

EDUCATION & EXPERIENCE

- Bachelor's degree with at least five (5) years' in a managerial or leadership role in a nonprofit organization that serves under-represented or underserved populations. Experience can be substituted for education requirement.
- At least three (3) years' experience supervising staff preferably leading a multi-person team to accomplish shared goals
- At least three (3) years' experience working in depth with a CRM database
- Demonstrated ability to set and meet fundraising targets

KNOWLEDGE, SKILLS, & ABILITIES

Commitment to the mission, vision and values of Moveable Feast; Commitment to Moveable Feast's Equity, Diversity and Inclusion principles and practices; Excellent writing and editing skills with attention to detail; Must be proficient in word processing, spreadsheets, video conferencing, slide presentations, online calendar and email; Excellent customer service skills with an enthusiasm for engaging volunteers in the mission of the organization; Must possess strong time management and organizational skills with ability to prioritize tasks effectively; Ability to work independently and with a team; Ability to develop strong working relationships with internal staff and external stakeholders; Candidate must adhere to high ethical standards of integrity and discretion in working with confidential information

This position requires weekly on-site work at our office location 901 N. Milton Avenue, Baltimore, MD 21205 with eligibility for some remote work after successful completion of the 90-day probationary period.

This position also requires all employees to be up to date with their vaccination against COVID-19 or obtain an approved medical or religious exemption.

Salary: $93,000 - $95,000 per year (Exempt)
CareFirst BC/BS medical, dental & vision insurance (75% employer-paid); Paid Time Off (PTO); Paid holidays; 403(b) retirement plan; Organizational commitment to your professional development (examples: CEUs, conferences, certifications)

Moveable Feast has a strong commitment to the growth and development of people and provides professional development and learning opportunities for all staff.