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| <b>Title</b>      | Community Engagement Coordinator |
| <b>Reports To</b> | Director of Food Access          |
| <b>Location</b>   | Ludington, Michigan              |
| <b>Job Type</b>   | Full-Time, Non-Exempt            |
| <b>Salary</b>     | Competitive, based on experience |

## Position Overview

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Lakeshore Food Club (LFC) is seeking a detail-oriented, mission-driven Community Engagement Coordinator to manage volunteer recruitment, training, and retention, while maintaining donor records and supporting fundraising activities. This role is essential to ensuring a seamless volunteer experience and accurate donor management in support of LFC's mission of providing dignified, member-choice access to fresh, healthy food. The ideal candidate brings experience in volunteer coordination, donor relations, and CRM/database management within a nonprofit setting.

## Key Responsibilities

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### Volunteer Recruitment, Engagement & Retention

- Actively recruit, onboard, and retain volunteers whose values align with LFC's mission and program needs.
- Build authentic relationships with volunteers to support long-term engagement and a sense of belonging within the LFC community.

### Volunteer Training & Scheduling

- Develop and implement training programs that equip volunteers for success while reflecting LFC's commitment to dignity and respect.
- Manage volunteer schedules and provide ongoing support across program sites.

### Donor Database Management

- Maintain accurate donor records in the CRM system, including gift history, communication preferences, and acknowledgment tracking.
- Ensure data integrity, timely updates, and consistent record-keeping practices.

### Gift Acknowledgment & Stewardship

- Process and send acknowledgments for all donor contributions in a timely and meaningful manner.
- Support donor relationship-building through consistent, thoughtful communication.

### Financial Coordination

- Coordinate with contracted accounting staff to ensure gifts are accurately coded, deposited, and recorded in compliance with LFC financial policies.

## LAKESHORE FOOD CLUB

920 E. Tinkham Avenue  
Ludington, MI 49431  
[www.LakeshoreFoodClub.org](http://www.LakeshoreFoodClub.org)  
231-480-4334

## **Community Outreach**

- Build relationships with local organizations, faith communities, schools, civic groups, and businesses to expand volunteer and donor engagement.
- Represent LFC's mission and values in community settings with professionalism and warmth.

## **Event Support**

- Assist with fundraising events, donor engagement activities, and volunteer appreciation initiatives.

## **Membership Support**

- Serve as a point of contact for member inquiries related to volunteer opportunities and community engagement, reinforcing LFC's commitment to dignity and belonging.

## **Reporting & Analysis**

- Generate reports on donor activity, volunteer engagement, and program impact to inform development strategies.

## **Social Media & Communications**

- Support professional social media engagement as it relates to volunteer recruitment, donor recognition, and community awareness.

## **Qualifications & Experience**

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- Two or more years' experience in volunteer management, donor relations, or nonprofit development preferred.
- Strong organizational skills and meticulous attention to detail.
- Proficiency in donor management software (CRM systems) and Microsoft Office Suite.
- Excellent interpersonal and communication skills, both written and verbal, with the ability to engage and motivate volunteers and donors.
- Comfort with professional social media platforms and basic digital communications.
- Ability to work independently while collaborating effectively with a team.
- Experience working in a rural or resource-limited nonprofit environment preferred.
- Genuine passion for LFC's mission and commitment to community engagement.

## **Benefits & Compensation**

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- Competitive salary based on experience.
- Comprehensive benefits package.
- Paid time off and holidays.
- Professional development opportunities.
- Meaningful work in a dynamic nonprofit environment dedicated to strengthening food security and community dignity in rural Michigan.