Position Announcement – Director of External Affairs
Mississippi Food Network
Jackson, MS

Mississippi Food Network (MFN) has been feeding Mississippians since 1984. MFN feeds more than 150,000 people every month, or a total of 1.8 million people per year. MFN takes donations from multiple sources and distributes food and goods through its 430 member agencies. There agencies in turn, distribute food to recipients in their own communities. Our mission here at MFN is to relieve poverty related hunger in our service area by distributing donated and purchased food and grocery products through a network of member churches and nonprofit organizations. We provide nutrition education to our needy clients. We also emphasize advocacy and related needs.

POSITION SUMMARY
The purpose of this full-time Director of External Affairs position is to, oversee fundraising strategies as well as outreach and donor activities for MFN; research and develop grant requests; oversee donor file maintenance; serve as primary media contact; oversee public relations activities and food drive initiatives; manage volunteer and social media programs.

RESPONSIBILITIES
Development

- Oversee overall fundraising strategy for organization.
- Oversee direct response program (direct mail and online giving) including review of strategy and materials.
- Enhance and coordinate annual fundraising programs to increase public and private grants; corporate, individual, foundation and church-based contributions.
- Coordinate with the CEO the Board’s involvement in fund raising activities.
- Oversee grant requests and reporting program.
- Manage donor recognition program.
- Assume primary responsibility for the collection of data for fundraising materials.
- Serve as primary liaison to groups and businesses that offer promotion or special fundraising events to MFN. Evaluate the viability and appropriateness and ensure that sponsors adhere to guidelines one cause-related marketing.
- Other duties as assigned

Public Relations

- Serve as primary media contact, including media inquiries and coordinating interviews.
- Develop, implement and maintain a strong community and public relations program to raise community awareness about hunger; secure new and increased support.
- Plan, implement and coordinate special public relations events.
- Produce and coordinate displays and promotional materials.
- Conduct tours and make presentations to community programs and develop a strong, ongoing internet and social media communications plan regarding community activities.
Administration

- Ensure volunteer program is maximized as a cultivation and fundraising opportunity.
- Must be familiar with and abide by all AIB regulations and food safety compliance.
- Maintain a positive interaction with other MFN staff.
- Undertake other duties as assigned.

QUALIFICATIONS

- Bachelor’s degree required, with three to five year’s fundraising and public relations experience.
- Demonstrate ability to structure and implement fundraising programs and strategic public relations plan.
- Excellent verbal and written communication skills.
- Ability to interact with staff, board, contributors, community representatives, volunteers, people of all backgrounds, cultural groups and economic levels.
- Grant writing experience.
- Computer literacy.

Apply  Send resumes to Human Resources, MS Food Network

P.O. Box 411, Jackson, MS 39205

Fax 601-948-6710

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