



## Engagement Coordinator

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### Overview of Hand2Hand

Hand2Hand is a Christian faith-based organization that provides weekend food to 15,00 students across 280 schools in 8 counties throughout West Michigan. Hand2Hand mobilizes churches, schools, individuals, and businesses to collaborate in the shared mission of ending weekend hunger for children ages 3 to 18.

### Job Purpose

The Engagement Coordinator will play a key role in supporting Hand2Hand's mission through the coordination and execution of meaningful, mission-aligned experiences for donors and partners. This position ensures that all aspects of events and campaigns reflect the heart of our ministry while strengthening relationships with those who help make our work possible. This position reports to the Corporate Partnerships Manager.

### Job Responsibilities

- **Core Values:** Represent Hand2Hand well by demonstrating the four core values daily; Prayer-Focused, Wise Stewardship, Relational Partnerships, and Servant Leadership.
- **Corporate Packing Events:**
  - Coordinate the logistical execution of business/private packing opportunities, including scheduling, set-up, and communication with participating teams.
  - Collaborate with internal teams, including Volunteer Engagement, Marketing, and Development, to ensure consistent messaging and mission alignment while delivering smooth and successful corporate and private packing events.
  - Provide communication and logistical support for these events and sponsor activities, partnering closely with the Development team to create a seamless experience.
- **Fundraising Events:**
  - Assist in the execution of annual fundraising events such as the Golf Outing and the Hope for Kids Dinner by providing on-site support during events and assisting in post-event follow-up, including gathering feedback and coordinating thank-you communications.
  - Oversee event logistics, including catering, transportation, audiovisual needs, volunteer coordination (in collaboration with relevant teams), and vendor management.
- **Donor Engagement & Appreciation:**
  - Maintain and coordinate accurate records of donor touchpoints, event logistics, and campaign outcomes in organizational databases to support stewardship efforts and impact reporting.
  - Support fundraising efforts through the coordination of matching gifts, in-kind donations, and campaign logistics. (Examples include Drive Out Hunger, Drive for \$25, Christmas Giving Tree, and Souper Bowl).

### Qualifications

- 1–3 years of experience in event coordination, nonprofit support, fundraising, or a related field.
- Highly organized with strong attention to detail and the ability to manage multiple tasks and deadlines.
- Excellent communication and interpersonal skills with a heart for relational, mission-driven work. Comfortable providing on-site support at events and collaborating with internal teams and external partners.
- Self-motivated, dependable, and adaptable to changing needs and environments.



- Strong problem-solving and follow-through skills.
- Proficient in Microsoft Office and/or Google Workspace; willing to learn new systems and tools.
- Willingness to occasionally work evenings for special events.
- Valid driver's license and reliable transportation for local travel (mileage reimbursed).

### **Benefits**

- Competitive salary based on experience
- Health benefits (medical, dental, vision)
- Paid time off and holidays
- Professional development opportunities
- A supportive and faith-centered work environment

### **How to Apply**

If you are passionate about making a difference in the lives of children and families, we would love to hear from you! Please submit your resume, cover letter, and relevant references to Michelle Hauch, Director of Finance & Administration, at [michelle@h2hkids.org](mailto:michelle@h2hkids.org).

Hand2Hand is an equal-opportunity employer. We encourage individuals of all backgrounds to apply.