

Department:	Resources and Public Engagement	
Responsible to:	Supporter Relations Manager	
Supervise:	n/a	
Classification:	E	
Status:	Permanent, Halftime	
Working Conditions:	Home-based; Remote; Frequent regional travel required	
Location:	Regional	March, 2026

Position Summary:

The regional representative is responsible for fostering and encouraging local support for the Canadian Foodgrains Bank in their region, by facilitating the generation of resources through fundraisers such as growing projects and other events and activities, developing relationships with individual donors, churches, businesses and others, and by increasing the awareness and understanding of global hunger issues in their region.

Extensive travel within the region and periodic travel to Winnipeg are required, with occasional opportunity for international travel.

Primary Working Relationships:

The regional representative is a member of the supporter relations team and is supervised by the senior manager, supporter relations. The supporter relations team is part of the resources and public engagement department.

The regional representative works directly with Canadian Foodgrains Bank volunteers, supporters, churches and businesses in their region at the community level.

Roles and Responsibilities:

(Key: A = act; A&I = act & inform; AAC = act after consultation)

- 1. Fundraising: Facilitate and encourage increased support for the Foodgrains Bank by:** **A** (unless otherwise indicated)
 - 1.1.** Maintaining regular contact with supporters (e.g. by email newsletter, social media and interpersonal connection).
 - 1.2.** Promoting the growth of community projects and other fundraisers.
 - 1.3.** Meeting with and encouraging community project committees, individual donors, church congregations, community groups, schools, and businesses to promote and build support for the work of the Foodgrains Bank.
 - 1.4.** Representing the Foodgrains Bank at locally-organized events such as community meetings, churches, service clubs, schools, conferences, farm and other trade shows.

1.5. Sharing information about the Foodgrains Bank program with local media.

2. Volunteer Support - Build and maintain a strong and active volunteer network that is supportive of the Foodgrains Bank program by:	A (unless otherwise indicated)
<ul style="list-style-type: none">2.1. Identifying, recruiting, supporting and motivating committed volunteers to promote and facilitate Foodgrains Bank activities in their community or business; maintaining up-to-date volunteer contact information.2.2. Assisting volunteers to develop a deeper understanding of global hunger issues, and responses to hunger including food assistance and food security programming.2.3. Maintaining up-to-date records of engagements with key volunteers, community projects and other supporters in the donor database.2.4. Planning, organizing and holding periodic information meetings and events for volunteers, supporters and other interested participants.2.5. Identifying and recommending appropriate means to recognize the contributions made by individuals, communities and organizations who support and assist the Canadian Foodgrains Bank.	
3. Public Education and Engagement - Support and facilitate efforts to increase awareness and understanding of global hunger and food security issues among Canadian Foodgrains Bank supporters, members' constituencies, churches, youth and youth engagers, and the general public, including:	AAC (unless otherwise indicated)
<ul style="list-style-type: none">3.1. Assisting with hosting international visitors in their region.3.2. Encouraging and helping facilitate regular communication/meetings between community projects and supporters with local Members of Parliament, and other communications to government, on behalf of the Foodgrains Bank.3.3. Recording and reporting about public engagement activities in their region for the annual report (e.g. number of engagement opportunities and size of audience, cards signed, letters sent, etc.)3.4. Identify new opportunities to engage the public in their region about topics related to food security.	A&I
4. Monitoring, Planning and Reporting – Monitor and identify regional trends and opportunities that may impact the Foodgrains Bank's resource collection and public engagement activities, and make recommendations on appropriate courses of action.	A (unless otherwise indicated)
<ul style="list-style-type: none">4.1. Collect and share information with the director and other staff to ensure the Foodgrains Bank fundraising and public engagement program remains relevant, responsive and attractive at the grassroots level.4.2. Share information about new donor opportunities with department staff and collaborate on outreach strategies.4.3. Share story ideas and photos from events, harvests and other Foodgrains Bank-related activities with the communications team.4.4. Submit monthly expense and public engagement reports.	AAC
5. Other	AAC (unless otherwise indicated)
<ul style="list-style-type: none">5.1. Work collaboratively with the larger team on national issues and initiatives through participation in regular department staff meetings.	

- 5.2. Attend board meetings and other corporate events as requested.
 - 5.3. Work in the software required of Foodgrains Bank to conduct and track their work.
(Microsoft Teams, Virtuous CRM, Expense Point, Resource Space, etc.)
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Qualifications:

Education

- An undergraduate degree in international relief and development, supporter engagement, adult learning, Christian theology, fundraising, or agriculture

Experience

- Experience in preaching and speaking in a wide range of churches and Christian institutions
- Previous fundraising and resource generation experience
- Previous experience in volunteer management, public engagement, adult learning, farming, or experience in international relief and development will be strong assets

Special Skills:

- Excellent interpersonal communication skills
- Good public relations skills
- Able to support volunteers and invite people to a compassionate and faithful response to the hunger.
- Able to respectfully engage diverse audiences in the work of the Foodgrains Bank
- Able to communicate a Christian faith perspective on issues of global hunger and justice
- Knowledge of regional agriculture, markets and trends
- Moderate computer skills and email competence
- Available for extensive domestic and occasional international travel
- A Christian faith and active participation in a Christian church community.
- Access to a vehicle

Assets:

- Knowledge of farming communities and agricultural sector in Canada.
- Marketing/sales experience
- Prior personal support for the work of the Foodgrains Bank
- A working knowledge of denominational differences and perspectives