Canadian Foodgrains Bank
A Christian Response to Hunger

JOB DESCRIPTION

Regional Representative - Alberta

Department:	Resources and Public Engagement
Responsible to:	Senior Manager, Supporter Relations
Supervise:	n/a
Classification:	E
Status:	Permanent, Fulltime
Working Conditions:	Remote
Location:	Regional

July 2026

Position Summary:

The regional representative, Alberta, works directly with Canadian Foodgrains Bank volunteers, supporters, churches, agri-businesses, and other organizations in their region at the community level. They are responsible for fostering and encouraging local support for the Canadian Foodgrains Bank 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 part of the Resources and Public Engagement Department and reports to the senior manager, supporter relations. They relate in a supervisory and support capacity to regional ambassadors and volunteers in Alberta, and connect as peers with other regional and supporter relations staff and to similar positions in Foodgrains Bank member houses. They also connect with and respond to public policy staff on political advocacy activities.

Roles and Responsibilities:

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

1. Community and Growing Project Support – Build and maintain a strong and active network of community-based projects and growing projects that is supportive of the Foodgrains Bank program, by:	**A** unless otherwise indicated
1.1. Identifying communities, groups, individuals and churches that are interesting in building a project to support the “Give, Pray, Learn and Advocate” goals of Canadian Foodgrains Bank.	
1.2. Supporting and advising groups and individuals on the types of project they could consider and the administrative and financial implications of these projects.	

1.3. Maintaining up-to-date records of engagements with community and growing projects and other supporters in the donor database.

1.4. Planning, organizing and holding periodic information meetings and events for volunteers, supporters and other interested participants.

2. Fundraising – Facilitate and encourage increased support for the Foodgrains Bank by:	**A** unless otherwise indicated

2.1. Maintaining regular contact with supporters (e.g. by email newsletter).

2.2. Promoting the growth of community growing projects and other fundraisers.

2.3. Meeting with and encouraging growing project committees, individual donors, church congregations, community groups, schools, and companies to promote and build support for the work of the Foodgrains Bank.

2.4. Representing the Foodgrains Bank at locally-organized events such as community meetings, churches, service clubs, schools, conferences, farm and other trade shows.

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

2.6. Developing and maintaining positive working relationships with agri-business personnel such as elevator managers, regional managers, chemical and fertilizer dealers, etc.

3. Volunteer Support – Build and maintain a strong and active volunteer network that is supportive of the Foodgrains Bank program by:	**A** unless otherwise indicated

3.1. 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.

3.2. Work with the volunteer coordinator and senior manager, supporter relations to supervise volunteers

3.3. Assisting volunteers to develop a deeper understanding of global hunger issues, and responses to hunger including food assistance and food security programming.

3.4. Maintaining up-to-date records of engagements with key volunteers, growing projects and other supporters in the donor database.

3.5. Planning, organizing and holding periodic information meetings and events for volunteers, supporters and other interested participants.

4. 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

4.1. Assisting with hosting international visitors in Alberta.

4.2. Encouraging and helping facilitate regular communication/meetings between growing projects and supporters with local Members of Parliament, and other communications to government, on behalf of the Foodgrains Bank.

4.3. Recording and reporting on a monthly basis about public engagement activities in Alberta for the annual GAC report (e.g. number of engagement opportunities and size of audience, cards signed, letters sent, etc.) **A&I**

5. 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
5.1. Collect and share information with the manager and other staff to ensure the Foodgrains Bank fundraising and public engagement program remains relevant, responsive and attractive at the grassroots level.	**AAC**
5.2. Share information about new donor opportunities with department staff and collaborate on outreach strategies.	
5.3. Share story ideas and photos from events, harvests and other Foodgrains Bank-related activities with the communications team.	
5.4. Submit monthly expense and public engagement reports.	
6. Other	**AAC** unless otherwise indicated
6.1. Public speaking including sermons, school and community group presentations, and workshop facilitation as required.	
6.2. Work collaboratively with the larger team on national issues and initiatives through participation in regular department staff meetings.	
6.3. Attend board meetings and other corporate events as requested.	
6.4. In regions where applicable, monitor and manage any land donated to the Foodgrains Bank, or any crops stored locally on behalf of the Foodgrains Bank.	

Qualifications:

Education:

- An undergraduate degree or post-secondary certificate in a related field.

Experience:

- Prior experience in resource generation/fundraising and education/public engagement
- Experience living or working in rural communities

Special Skills

- Excellent interpersonal communication skills
- Good public relations skills
- Able to support volunteers and invite people to a compassionate and faithful response to people who are hungry.
- Strong public speaking, preaching and presentation skills
- 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 Canadian agriculture, markets and trends, especially in their region/province
- Moderate computer skills and email competence
- Available for extensive domestic and occasional international travel
- Access to a vehicle
- Must identify with and support the Foodgrains Bank's Christian identity and mission and be able to articulate the relationship between a Christian faith commitment and the work of the Foodgrains Bank

- Alignment with the Foodgrains Bank's values: compassion, equality, generosity, dignity, justice, peace, right to food, right relationships
- Able to contribute positively to team dynamics and information flow

Assets:

- Marketing/sales experience
- Fundraising experience
- Prior personal support for the work of the Foodgrains Bank
- A working knowledge of denominational differences and perspectives