



JOB DESCRIPTION

POSITION:	Corporate and Community Relations Director
LOCATION:	Hybrid (Southern California Preferred)
REPORTS TO:	Chief Executive Officer
FLSA STATUS:	Exempt
FT/PT/Hours	Full Time
SUPERVISES	n/a

CALIFORNIA WAGE DISCLOSURE STATEMENT

In accordance with California Labor Code §432.3, Abound Food Care provides the following pay disclosure for this position:

The salary range for this role is \$75,000 - \$95,000 annually.

This range reflects the organization's good-faith estimate of the compensation it reasonably expects to offer at the time of posting. The final salary offered will depend on various job-related factors, including but not limited to:

- Relevant experience
- Education, training, and certifications
- Skills and competencies
- Organizational needs at the time of hire
- Internal equity considerations

Abound Food Care may adjust this range as permitted by applicable law.

ABOUT ABOUND FOOD CARE

Abound Food Care is a mission-driven nonprofit organization committed to reducing food waste and hunger by developing efficient, scalable systems that connect surplus food with individuals and communities in need. We partner with cities, counties, food donors, and recovery organizations to support SB 1383 compliance, logistics coordination, and data-driven food recovery programs across California.

POSITION SUMMARY:

The Corporate and Community Relations Director is responsible for developing, managing, and strengthening strategic relationships with corporate partners, community stakeholders, and philanthropic organizations. This position enhances Abound Food Care's visibility, advances community engagement initiatives, and cultivates sustainable support through corporate social responsibility (CSR) programs, sponsorships, partnerships, and in-kind contributions. The role works cross-functionally to ensure alignment between external partnerships, organizational impact, and long-term mission objectives.



ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are representative of the work performed and are not intended to be exhaustive. Other duties may be assigned as needed to support organizational operations.

Corporate Engagement & Sponsorships

- Develop, cultivate, and steward relationships with corporate partners whose values align with Abound Food Care's mission.
- Create customized sponsorship proposals, partnership packages, and co-branded initiatives tailored to corporate CSR priorities.
- Represent Abound at conferences, networking events, and industry forums to increase organizational visibility and strengthen strategic partnerships.

Community Relations & Stakeholder Engagement

- Build and maintain positive relationships with community-based organizations, municipal agencies, advocacy groups, and local leadership.
- Plan and coordinate outreach events, educational activities, and community campaigns that highlight Abound Food Care's programs and community impact.
- Serve as a liaison between Abound and key stakeholders to encourage collaboration and shared understanding.

Strategic Communications & Storytelling

- Partner with the marketing and communications team to develop compelling narratives and materials that highlight program impact, partnership opportunities, and organizational successes.
- Contribute to the creation of annual reports, case studies, media content, and partnership spotlights.

Fundraising & Grant Support

- Support the CEO and grant consultants by aligning partnership development efforts with fundraising priorities.
- Assist in identifying corporate grant opportunities and provide data, metrics, and success stories for funding proposals.

Cross-Functional Collaboration

- Work closely with program managers to ensure accurate and consistent messaging regarding program goals and outcomes.
- Collaborate with finance and operations teams to document partnership deliverables, track in-kind contributions, and maintain timely reporting.



QUALIFICATIONS

Education/Experience

- Minimum of five (5) years of experience in corporate relations, community engagement, nonprofit development, or a related field.
- Demonstrated success in developing, negotiating, and managing corporate partnerships or sponsorships.
- Strong interpersonal, written, and verbal communication skills, with the ability to engage diverse stakeholders.
- Ability to build trust, manage multiple priorities, and maintain effective working relationships.
- Experience developing strategic initiatives aligned with organizational goals.
- Proficiency with CRM systems or donor management platforms (e.g., Salesforce, Airtable).

Preferred

- Experience in food recovery, environmental sustainability, public health, or related fields.
- Experience working with municipal agencies, government entities, or regulatory programs such as SB 1383.

Core Competencies

- Relationship Building & Stewardship
- Strategic Communication & Storytelling
- Cross-Sector Collaboration
- Mission Alignment & Integrity
- Data-Driven Decision Making

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting, typing, and computer work.
- Ability to lift up to **20 pounds** occasionally (marketing materials/event supplies).
- Ability to travel locally within Orange County for events, vendor meetings, or training.
- Must be able to stand and walk events or trade shows.

WORK ENVIRONMENT

This position operates in a hybrid environment, including remote work and periodic in-person meetings, events, and site visits within Southern California.

While performing the duties of this position, the employee may be required to:

- Sit, stand, or walk for extended periods
- Lift or move up to 20 pounds occasionally
- Travel locally for meetings, presentations, and events



Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act (ADA), the California Fair Employment and Housing Act (FEHA), and applicable state and federal laws.

Equal Employment Opportunity (EEO) Statement

Abound Food Care is an Equal Opportunity Employer. We do not discriminate against applicants or employees based on race, color, religion, creed, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity or expression, sexual orientation, marital status, national origin, ancestry, citizenship, age, disability, medical condition, genetic information, veteran status, military status, or any other characteristic protected by federal, state, or local law.

We provide reasonable accommodation to qualified applicants and employees with disabilities as required by law.

Employment Disclaimer

This job description provides a general overview of the position's responsibilities and requirements. It is not a contract of employment. Employment with Abound Food Care is **at will, meaning either the employee or the organization may terminate the employment relationship at any time, with or without cause and with or without advance notice, subject to applicable law.**