



Ambassador Volunteer Request Form

Job Title: Agency Consultant
Department: Agency Relations
Reports to: Kristin Boehne
No. of Volunteers Needed: As many as possible
Date requested: Ongoing

Basic Function:

- Provide one-on-one consulting assistance to a local partner agency of the Capital Area Food Bank on a long-term basis as a part of the Agency Achievement Academy, the capacity-building training program at the food bank

Primary Duties:

- Participate in an interview process with AR Manager to determine best fit with agencies
- Meet with selected partner agency on a regular basis to provide capacity-building consultation work
- Provide follow-up to both the partner agency and to the food bank's AR Manager

Minimum Requirements:

- Professional knowledge of and experience with one of the following topics:
 - Grant-writing and Fundraising
 - Nutrition Education
 - Recruiting and Managing Volunteers
 - Safe Food Handling
 - Leadership Development
 - Nonprofit Management
 - Developing Business Partnerships / Acquiring Food and Other Resources
 - Spanish-language workshops
 - Other capacity-building topic, to be determined
- Experience as a consultant, or possessing the knowledge to act as a consultant
- Detail-oriented, responsible individual with a demonstrated commitment to selected partner agency

Physical Requirements:

Must be able to travel to partner agency location and/or another site for periodic meetings



Volunteer Work Schedule:

- Flexible, depending on partner agency's schedule

Hours:

- Flexible, depending on partner agency's schedule

Impact of this volunteer opportunity:

- Get to know a local nonprofit up-close.
- Play a critical role in improving the effectiveness of local nonprofit organizations