



Childcare Resources of Indian River
Community Engagement Coordinator

Reports to: Donor Services Manager
Exempt, Full time, full year, salary, professional

Position Summary:

The Community Engagement Coordinator will work closely with the Donor Services Manager on all development efforts, helping build a culture of philanthropy throughout the organization. As Childcare Resources advances to the next level of excellence and achievement called for in its strategic plan, the development program must accordingly increase its ability to fund growth.

The Community Engagement Coordinator will work closely with the Donor Services Manager toward expanding the current program and reaching beyond the current core of donors and manage community engagement for Childcare Resources as it pertains to the following areas:

1. Special events coordinator
2. Donor recognition program
3. Cultivating and managing volunteers as needed for program support.

ESSENTIAL JOB FUNCTIONS:

Technical:

- Proficiency with Microsoft Office applications.
- Experience with donor management software and design software helpful
- Strong oral, written and organizational skills
- Ability to work well with volunteers
- High level of creativity
- Ability to set and meet deadlines as well as goals and measurable outcomes

Interpersonal:

- Possess excellent verbal communication skills and maintain a positive, professional attitude
- Ability to communicate effectively via phone or in person to provide excellent donor services.
- Tremendous initiative and the ability to work effectively with a high degree of autonomy or as part of a team.
- Must possess a strong work ethic, integrity, professionalism, and discretion dealing with confidential information.

Organizational:

- Ability to multi-task and handle multiple projects at one time
- Ability to remain flexible in a rapidly changing environment
- Excellent organization skills
- Must be able to sit/stand for long periods of time



Key Responsibilities:

- Coordinate, manage and execute special event planning, from conception to completion, including planning, volunteer recruitment and management for the special events i.e. Starfest and Annual Meeting
- Serve as an active prospect identifier, targeting prospects for personal visits and moving annual donors through the donor pyramid into the next giving level. Make creative connections between and among people, events, programs, and their associated circles.
- Maintain accurate donor records in donor database as it pertains to special event participation and online payments.
- Management of the volunteer program for the school, including recruitment, screening, placement, oversight and recognition and reporting.
- Facilitate the Donor recognition program
- Work closely with the Executive Director, Donor Services Manager and pertinent committees to identify and define fundraising goals, objectives and directives.

This list of essential functions is not intended to be exhaustive. Childcare Resources reserves the right to revise this job description as needed to comply with actual job requirements.

Qualifications:

- Bachelor's degree
- Must possess knowledge of fundraising principles and practices and maintain a professional, polished demeanor.
- Detail-oriented, with strong organizational, analytical, and planning skills.
- Aptitude for the management and effective use of information systems in support of a development program.
- Initiative and independence in carrying out responsibilities.
- Excellent organization skills with an ability to prioritize and manage multiple tasks and a variety of demands.
- Strong self-motivation and the ability to work as a team member.
- Commitment to maintain confidentiality and a high degree of accuracy in alumni & donor records.
- Must be able to work in an environment of constant demands and frequent interruptions.
- Must have reliable transportation.
- Minimum of three years of experience in fund development and/or communications
- Willingness to learn, tailor and implement proven practices available in the fund development and marketing professions to ensure maximum results
- Adherence to the highest of ethical standards for fund development professionals, as articulated by the Association of Fundraising Professionals in its Code of Ethical Principles and Standards



- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.
- Demonstrate ability to communicate effectively and relate well to donors, staff, and others while maintaining appropriate confidentiality.
- Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission of Childcare Resources.
- Must be able to work an irregular schedule, evenings or Saturday as needed, additional hours during peak times or as required.

Preferred:

- Knowledge of the local community

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All employees may not perform the entire job duties listed, and some employees may perform some duties that are not listed. Employees may be requested to perform job-related responsibilities and tasks other than those stated in this description.

To apply please submit cover letter, resume and salary requirements to Michele Lee, Finance/HR Director at michele@childcareresourcesIR.org.