



## Community Engagement Officer

Professional, full-time, full year, salaried position

Reports to: Executive Director.

Roles of this position:

1. Event Coordinator
2. Volunteer Recruitment and Oversight Coordinator
3. Donor Recruitment and Appreciation Coordinator

*The Education Foundation of Indian River country is entering its 27<sup>th</sup> year of service to the children of Indian River County. Going forward our goals are to continue and to enhance our current programs and outreach. Sustainability and growth will require all staff positions be profit generating. The new position of Community Engagement Officer is critical to our organization achieving our goals.*

*Interested applicants are asked to provide a one page cover letter, resume, salary expectations, and a one page personal position statement titled, "My Core Abilities: What separates me from other candidates for this position." All of this information must be submitted electronically to the Executive Director, Cynthia Falardeau, [director@edfoundationirc.org](mailto:director@edfoundationirc.org), by September 1, 2018.*

## Outline of the Position's Responsibilities:

### **Events Coordinator:**

Initiate fundraising events to support the organization's operating budget.

Manage those fundraising events, this includes, but is not limited to the following:

- Create a calendar of events, with the support of the Executive Director, to support the fundraising goals of the organization.
- Prepare event budgets, with the support of the Executive Director, and provide periodic progress reports for each event project.
- Research venue options
- Negotiate venue costs and services.
- Book event space.
- Arrange for food, beverage and entertainment, with support of planning committee.

- Create event sponsorship packages
- Lead the solicitation process, with support of the planning committee to secure sponsorships.
- Coordinate the production of marketing materials and invitations
- Organize and manage the invitation, registration and attendee check-in processes.
- Track event finances, including check requests, invoicing and reporting
- Manage the follow-up with vendors, sponsors and donors following each event.

**Volunteer Recruitment and Oversight Coordinator:**

- Create a communication plan to engage, recruit and retain volunteers
- Identify Lead Volunteers to provide leadership of Sneaker Exchange and Science Fair committees and works with those leaders as the volunteer committee carries out these programs.
- Create and maintain job descriptions of the various volunteer opportunities.

**Donor Recruitment and Retention Coordinator:**

- Manage and coordinates the CRM (Customer Records Management) system – Donor Perfect  
Generate reports in Donor Perfect to identify recruitment, recognition and retention strategies
- Generate all acknowledgements, using volunteers and Board members when appropriate.
- Work with the Executive Director to expand the current donor recruitment and retention plan.

**Essential Position Requirements:**

***Technical:***

- Proficiency with Microsoft Office applications (Word, Excel and PowerPoint)
- Experience with donor management software
- Strong writing and editing skills – ability to compose basic letters and press releases
- Experience using online and social media communication

***Interpersonal:***

- Maintains a positive, professional attitude
- Has a high level of creativity
- Have excellent verbal communication skills, as well as the ability to speak in public forums.
- Communicates effectively via phone or in person
- Takes initiative and makes suggestions
- Works effectively both autonomously or as part of a team
- Has a strong work ethic, integrity, professionalism, and discretion

***Organizational:***

- Has excellent organizational skills
- Can multi-task, handling multiple projects at one time
- Ability to set goals and meet deadlines, as well as, measurable outcomes
- Exhibits flexibility in changing situations

***Qualifications:***

**Experience:**

- 3-5 years of experience in fundraising or related field

**Education, Licenses and Certifications:**

- Bachelor's degree from an accredited university
- Equivalent combination of education and experience may be considered