



Position: Development & Community Outreach Coordinator
Classification: Part-time (20 hours per week)
Reports to: COO
Effective Date: TBD

Job Summary: As an integral part of the fundraising team, the Development & Community Outreach Coordinator will cultivate, steward, and expand the relationships between the organization and its donors at all levels by providing extraordinary service to donors and exceeding expectations in the areas of maintaining and managing donor information. In addition, this position will lead the execution, analysis, planning, and evaluation of fundraising and event efforts; build strategic relationships within the community; and conduct a variety of outreach activities.

Key Duties and Responsibilities:

Fundraising

- Create a diversified annual fundraising plan that is in alignment with the Foundry's strategic plan.
- Conduct activities related to establishing and managing annual giving campaigns, event planning, and fundraising activities.
- Develop and direct a program for the cultivation, solicitation, and stewardship of individual donors, businesses, and foundations.
- Manage a timely and appropriate donor management and acknowledgement system.
- Maintain accurate records and provide regular reports on goals in the fundraising plan.
- Contribute to regular brainstorming on innovative, unique, and personalized stewardship communications and experiences.
- Research and communicate emerging trends and best practices in donor engagement and stewardship.

Community Outreach, Public Relations and Marketing

- Create an annual outreach plan which may include social and online media, print media, direct mail, and other multimedia outlets.
- Develop and execute a signature fundraising event for the Foundry, in conjunction with the relative Board committee.
- Schedule outreach presentations in the community and communicate with staff regarding coverage and responsibilities.
- Attend community events as The Foundry Christian Community Center's representative and speaker as needed.
- Develop a consistent presentation outline and Foundry promotional materials.
- Develop and implement marketing and public relations efforts.
- Maintain relationships with collaborative partners and cultivate new ones.
- Assist in the coordination of other special events including Lunch and Learn, staff appreciation, and donor/volunteer appreciation activities.
- Manage content and messaging for all Foundry social media and website platforms to include Facebook, Instagram, and the Foundry website.

Other Duties

- Assist the COO with grant research, if needed.
- Perform other duties as assigned.

Required Qualifications and Skills

- Bachelor's degree with preferred 3-5 years of experience with non-profit fundraising, marketing, public relations or related experience
- Excellent written and presentation communication skills
- High level attention to detail, organization skills and the ability to manage multiple projects
- Outgoing and engaging personality with confidence to interact face to face with individual and corporate donors
- Experience preparing reports for funding sources and managing donor management system
- Knowledge and experience with social media platforms and websites
- Ability to prepare and present oral and written reports on development and outreach activities, to track and assess progress and address program deficiencies as they occur.
- Excellent computer skills including knowledge of and experience with Microsoft Office preferred.