



## **JOB DESCRIPTION**

<b>POSITION</b>	Community Relations and Marketing Coordinator
<b>DEPARTMENT</b>	Development
<b>WORK SCHEDULE</b>	17 Hour Week, \$14.41
<b>REPORTS TO</b>	Development Director

Please send resume, cover letter, and two paragraphs of a sample of your writing skill to [jennifja@reliefnursery.org](mailto:jennifja@reliefnursery.org). Position open until filled.

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**OVERVIEW OF RESPONSIBILITIES:** Assist Development office in the promotion of Relief Nursery through written materials, media, donor relations, and related event support. Responsible for donor cultivation, recruitment, and solicitation; foundation and corporate relations; community and civic giving; marketing, grant writing, and development activities.

### **QUALIFICATIONS**

- ◆ Ability to maintain confidentiality
- ◆ Ability to work as a member of a team
- ◆ Ability to respond to directions and suggestions
- ◆ Ability to assume responsibility for project completion
- ◆ Maintain professional appearance and attitude appropriate to the position
- ◆ Ability to act in a way consistent with a belief system that values diversity among people
- ◆ Be prompt and dependable

### **REQUIREMENTS**

#### **Education and Experience**

- ◆ Bachelor's degree from an accredited college or university in journalism, public relations, marketing or related field. Three years experience in community or public relations activities or any combination of experience and training which would provide the required knowledge, skills and abilities.
- ◆ Experience of dealing with high stress situations effectively
- ◆ Experience in successfully developing and meeting project goals and timelines
- ◆ Experience in successfully developing and implementing newsletter creation
- ◆ Advanced formatting and layout for various public relations materials

### **Knowledge**

- ◆ Familiarity with community profile, including community leaders, businesses, and charitable organizations
- ◆ Donor database working knowledge
- ◆ Effective methods of preparation and presentation of facts and information to the boards, public, and media if appropriate
- ◆ Must have computer skills including Microsoft office and design layout programs. Ability to input and create special event documents to include: invitations, mail merge documents, data base management, tracking forms, RSVP guest lists etc.
- ◆ Event logistics and fundraising strategies and techniques

### **Duties**

- ◆ Coordinate with Development staff in all aspects of donation reporting and acknowledgement; work in coordination with activities for donors and event sponsors to include, correspondence, recognition as requested
- ◆ Community outreach and public speaking
- ◆ Small grant writing
- ◆ Responsible for newsletter. Oversee and direct newsletter preparation including writing and creating content, gathering the information from appropriate staff, preparing donor and mailing lists, editing and fact checking. Monitor and track printing and mailing expenses.
- ◆ Website and PayPal upkeep and maintenance
- ◆ Work with Leadership Board, coordinate and oversee Social Media development and activities
- ◆ Work with Board of Directors Fundraising and Community Relations Committee
- ◆ Oversee and implement Annual Campaign direct mail project
- ◆ Work as needed in collaboration with Development Director on Children's Advocacy Breakfast
- ◆ Oversee and coordinate (with executive directors and development staff) all media and public relations; including as related to fundraising and special events
- ◆ Coordinate, prepare or assist with development of promotional and items and event presentations such as brochures, videos, photographs; work with vendors and volunteers providing these services; obtain donations for promotional services and or material
- ◆ Other duties as assigned

### **Skills and Abilities**

- ◆ Excellent interpersonal skills
- ◆ Ability to assemble, organize, and present factual information
- ◆ Communicate effectively, both orally and in writing; speak comfortably before small and large audiences including media when appropriate
- ◆ Work independently and as a team member in problem solving and developing creative approaches
- ◆ Communicate effectively with staff and volunteers
- ◆ Ability to manage time and meet required deadlines; ability to work over normal scheduled hours as requested during special events and projects
- ◆ Respond to multiple requests in an organized and timely manner
- ◆ Ability to motivate and organize volunteers

*Final candidate must be able and willing to undergo and pass pre-employment drug screening, criminal background check through state childcare division, and a Department of Motor Vehicle records check prior to offer of employment.*