



Community Engagement Coordinator

Relief Nursery, Inc
Job Description

Hours/week: 35-40 hours per week, non-exempt

Supervised by: Director of Philanthropy

Location: Eugene, OR

Wage: \$14.40 – \$17.40

Contact: Jennifer Solomon, Director of Philanthropy, jennifso@reliefnursery.org

Overview:

Collaborate with Development, Program, Executive, Administrative, and Relief Nursery Boards, to create and support annual and community events and campaigns for the purpose of fundraising.

The Community Engagement Coordinator is responsible for oversight of all aspects of Third Party fundraising, Community Awareness events and materials, including the newsletter, website and social media posts.

Minimum Requirements:

1. Education and Experience:
 - a. Bachelor's degree from an accredited college or university in fundraising, public relations, marketing, or related field
2. Three years' experience in fundraising, community or public relations activities, writing and newsletter production or any combination
3. Experience in successfully developing and working within budget parameters
4. Experience in successfully developing and meeting project goals and timelines
5. Experience working in and dealing with high stress situations effectively

Qualifications:

1. Ability to maintain confidentiality
2. Ability to work as a member of a team
3. Ability to respond to directions and suggestions
4. Ability to assume responsibility for project completion
5. Maintain professional appearance and positive attitude and appropriate to the position
6. Ability to act in a way consistent with a belief system that values diversity among people
7. Be prompt and dependable

Skills and Abilities:

1. Strong written and verbal communication skills
2. Fundraising techniques and strategies
3. Donor relations and nonprofit working environment



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Job Description

4. Familiarity with community profile, including community leaders, businesses and charitable organizations
5. Computer skills including InDesign, Illustrator, Microsoft Office, and database management
6. Experience with digital communication
7. Basic accounting process and procedures
8. Excellent interpersonal skills and strong donor relation building skills
9. Ability to assemble, organize, and present factual information
10. Ability to speak comfortably before both small and large audiences and media
11. Work independently and as a team member
12. Problem solve and develop creative approaches to solutions
13. Communicate effectively with staff and volunteers
14. Manage multiple tasks and work well under pressure
15. Respond to multiple requests in an organized and timely manner

Responsibilities:

1. Oversee and write Annual Campaign direct mail solicitation
2. Solicit, organize and execute Third Party fundraisers
3. Assist in compiling the annual budget including income and expense forecasting for third party and community events
4. Create awareness of Relief Nursery's activities in the community
5. Schedule, organize, promote and manage community activities related to National Child Abuse Prevention Month
6. Create and manage website content, social media posts (Facebook, Twitter, Instagram), and Constant Contact communications
7. Organize and manage Relief Nursery Rotary Raffle ticket sales and act as agency liaison
8. Organize and manage Relief Nursery's participation in Color Me Rad and act as agency liaison
9. Coordinate the Board and Family Picnic with Board President and Program staff
10. Oversee donor appreciation and acknowledgement process, making sure data is properly recorded and thank you letters are timely and fresh
11. Newsletter: coordinate and manage production of the newsletter. This includes creating a content calendar, writing articles, and procuring articles from Volunteer Coordinator, Program and other Relief Nursery staff. Manage the newsletter mailing list
12. Provide accurate and timely third party fundraising reports to staff, board, and event committees
13. Act as staff liaison to Leadership Board and represent the Development department on the Board of Director's Community Relations Committee.
14. Represent Relief Nursery at Lane Leaders



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15. Engage community with Relief Nursery tours and informational packets
16. The Community Engagement Coordinator will work with development staff and provide as needed support for the following fundraising events:
 - a. Main Event
 - b. Relief Nursery Golf Tournament
 - c. The Great Taste
 - d. Lip Sync Battle

Closing date: open until filled.

Relief Nursery is an Equal Opportunity Employer