



JOB DESCRIPTION

Job Title: Community Engagement and Event Coordinator (Full Time, Non-exempt)

Program: Administration

Reports to: Director of Philanthropy and Community Engagement

Hiring Range: \$37,000 - \$43,000/year

Job Summary: The Community Engagement and Event Coordinator will work collaboratively in a team environment in the Development Department to nurture and grow the Culture of Philanthropy, maximizing the financial resources of CAPTAIN Community Human Services from philanthropic individuals, corporations, organizations, and foundations. This position is responsible for supporting the Director of Philanthropy in planning, development, administration, expansion, and all special events, fundraising appeals, database management, donor communications, and volunteer management to meet goals set forth by Board of Directors and Executive Director.

Duties and Responsibilities:

- Nurture and grow the Culture of Philanthropy throughout the organization to include staff, board, volunteers, donors, and our community members and partners.
- Continually monitor the organizational Development Strategy to increase the agency's revenue streams with Director of Philanthropy and Marketing Manager to fill the needs of agency.
- Implement the Donor Acknowledgement Plan, including running letters and emails, producing reports and tracking interactions with donors, etc.
- With oversight from the Director of Philanthropy develop, coordinate, and execute fundraising events and campaigns known as "Events by Others," to achieve or exceed annual revenue targets. Coordinate and assist in all aspects of special events, including the Route 50 Mile, the annual gala, annual volunteer appreciation dinner and others, including event marketing, registration, donor and sponsorship solicitation, and more.
- In conjunction with the Development Team and appropriate staff, coordinate the Annual Appeal, the holiday programs appeal, the Care Links Annual Appeal, and others.
- Work closely and collaboratively with the Board of Directors Development Committee, Gala Committee and Philanthropy Committee to support their efforts and integrate with our staff Development Team plans.
- In conjunction with the Development Team, work closely and collaboratively with Program Managers to support their programmatic and development need, including the coordination of donation drives, marketing materials, social media, storytelling, donation tracking, donor communications, special events, and more.
- Support the Volunteer Program, including tracking volunteer hours, applications, interviews, and coordinating volunteer groups including recruitment and appreciation.
- Build relationships in the community through outreach, direct engagement and networking events on a regular basis to grow the organization's database of supporters.
- Perform the in-office administrative tasks of the Development Department.

- Complete and document a minimum of 20 hours of job-related training annually.
- Perform other related work as assigned by the Director.

Required Skills:

- Superior interpersonal skills and a high degree of comfort in working within a team environment in the non-profit sector making impact.
- Superior verbal and written communication skills.
- Experience with donor relations, volunteer management, and database management.
- Proficiency with web-based software systems such as Microsoft 365, Adobe Creative Suite, CRM databases, auction software, etc.
- Positive, “can-do” attitude coupled with strong work ethic and advanced problem-solving skills.
- Ability to be flexible with working early or late and weekends as needed.
- Ability to accept constructive criticism and comfort with oversight.

Telecommuting and Remote Work:

- Some functions of this position are fully executable from home and partially working from home may be considered. Other functions require in office and community partner contacts for events. In addition, this position is part of a team that provides office coverage for the Glenville office, during normal business hours.

Qualifications:

- Bachelor’s degree from an accredited college or university preferred but not required.
- A minimum of one year experience in the field of development or event management.
- Strong writing and technological skills are a must for this position.
- Must possess a valid NYS Driver’s License and provide evidence of appropriate insurance coverage.
- Ability to lift 30lbs required.

Employer Disclaimer:

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than an “at will” employment relationship.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

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