

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Development

DEPARTMENT: Development

TITLE OF POSITION: Community Engagement Coordinator

IMMEDIATE SUPERVISOR: Director of Mission Advancement

NORMAL WORKING
HOURS AND SCHEDULE: Full Time Flexible to include evening and weekend hours as needed.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) Bachelor's Degree preferred; 2) One to Three (1-3) years of combined experience in community engagement, donor relations, grant management, event coordination, marketing & communications, fund development, and social media; 3) Working knowledge of budgets; 4.) Superior persuasive writing and presentation skill with the ability to exert influence, inspire others, and articulate the organization's mission, goals and activities; 5) Excellent organizational, time management and interpersonal skills required; 6) Proficiency with Microsoft Office and experience with database management systems; 7) Must be open to working a flexible schedule to include evenings and weekends as needed; 8) Able to work with Boards and Senior Level Executives in the community; 9) Must be detail oriented and possess effective project management skills – including planning, analysis, decision making, multi-tasking, drive for results and self- assessment; 10) Ability to sit, stand, walk for extended periods and lift up to 50lbs as needed.

POSITION RESPONSIBILITIES

1. Cultivate community engagement, outreach, and donor relationships, maintaining and expanding donor database.
2. Serves as a brand ambassador for AGS and the individuals served by it, maintaining a professional demeanor at all times.
3. Oversee grant and award management, including acquiring new opportunities, renewing previously submitted/acquired opportunities, owning the execution of the grant process. The process includes partnership with AGS staff to track and develop reports of grant spending based on expectations set forth by each grantor.
4. Expands community outreach through events, presentations, public speaking engagements, etc. through actively seeking opportunities to promote awareness of Anne Grady Services.
5. Support the communication of development efforts through comprehensive reports to the Foundation and Services board, and AGS leadership, as requested by Director of Mission Advancement.
6. Plays critical role in Development Department communication efforts by supporting management of social media platforms through outward facing posts and material, while maintaining brand consistency across communication platforms.
7. Assists with management of AGS calendar of events, to promote internal events to external sources.

8. Provide support for community outreach and development through events, including our three main events, Coffee 4 a Cause, Designer Purse Bingo, and Enchanted Evening, as well as attending community events, as needed.
 - a. Develop partnerships with community to support outreach and funding initiatives, including local businesses, community organizations, leaders, donors, and other partners.
 - b. Supports the Director of Mission Advancement and collaborates with the senior leadership team to create new and innovative success strategies for expanded relationships and outcomes.
9. With the support of the Director of Mission Advancement, establish fundraising targets and key projects to be funded to match the strategic vision of Anne Grady Services.
10. Assists in annual appeals to achieve financial targets, support the maintenance of donor database, and execute prospective funding research to identify and distribute new potential prospects for funding.
11. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
12. Exemplifies Corporation philosophy and follows all policies and procedures.
13. Performs related responsibilities, activities, and duties as required.

Signature of Employee

Date

Signature of Department Director

Form Pr-105

Developed: 09/14/2022