



Job Title: Community Engagement Coordinator
Department: Development
Reports To: Associate Director of Development
FLSA Status: Non-Exempt

The Community Engagement Coordinator supports the planning and execution of tasks involving fundraising events, internal events and community engagement events. Collaborates with Associate Director of Development (ADOD), Development Team and Human Resources to engage employees, volunteers, donors and event attendees.

Fundraising Events and Community Engagements

Create

- Utilize creative market building strategies such as cold calling, active community networking, social media and the ability to leverage volunteer and donor connections and spheres of influence to prospect, cultivate and grow events
- Maintain, build and create new relationships with key corporate sponsors year-round and ensure involvement in all relevant organization activities and recognition opportunities
- Promote events and engagements using innovative methods compliant with industry practices
- Manage event specific websites and all related setup, reports and information
- Promote employee/volunteer/donor education sessions in local corporations in the community to generate awareness for our cause; to reach out to others; to give back to the corporate sector, and to open new doors for sponsorship opportunities
- Assure compliance with St. Vincent de Paul policies, standards and regulatory requirements
- Collaborate with the Chief Development Officer (CDO), ADOD and Associate Director, Strategy and Special Planning (ADSSP) to develop marketing and communication strategies for maximum promotion of St. Vincent de Paul's special events to meet event goals and to increase corporate sponsorship of events
- Provide effective stewardship to St. Vincent de Paul's special event participants and sponsors including the nurturing and enhancement of relationships, recognition of donors and acknowledging and thanking all donors

Plan

- Logistically prepares for each event including but not exclusive of event staging, promotion, entertainment, venue, refreshment, prizes, and props
- Works with CDO and ADOD to identify, recruit and train board members and community members to participate in planning and developing events

- Works with CDO and ADoD to encourage and support board/event committees to aid in planning and implementing event and engagement activities
- Develop strategic alliances with community leaders, local officials, donors and prospects
- Develop collaborative partnerships with other community organizations, members, parents, families, funders and community organizations

-

Lead

- Support ADoD to lead and manage special events staff to achieve special event goals and objectives
- Work with the volunteer planning committee to organize outreach activities that promote St. Vincent de Paul's mission and services, including community presentations and corporate engagement opportunities
- Provides recruitment and training/coaching for the organizing committee for the purposes of events and engagement

Perform

- Assist in supervision of event day volunteers, event staff and traffic flow
- Provide day of special event support including preparation, set-up, event execution and tear-down
- Follow up with correspondence, acknowledgement and reporting
- Report on established budget vs actuals pertaining to relevant programs and events

Education/Experience

- Bachelor's degree from an accredited college or university or equivalent combination of education, training, and relevant work experience
- 3+ years' event/project/volunteer management, and/or community outreach with proven success

Requirements – Skills, Abilities, and Knowledge

- Creative, proactive, strategic, detail-oriented and consistent with a strong commitment to excellence, quality, timeliness, efficiency and effectiveness
- Ability to work under pressure
- Critical and strategic thinker with strong time management skills, as well as a professional and courteous demeanor and the ability to work collaboratively with colleagues
- Excellent verbal and written communication skills and mature judgment. Ability to act with discretion in all matters
- Demonstrated ability to form and develop corporate relationships and partnerships
- Demonstrated success in the development and promotion of fundraising events or similar campaigns
- Ability to sell the St. Vincent de Paul programs and events to a variety of audiences, including corporate management, individual participants and volunteers

- Ability to manage large numbers of volunteers at different levels of expertise with diplomacy
- Excellent organizational skills; professional customer service skills with visitors, callers and volunteers
- Strong knowledge of Microsoft Office applications, development databases and graphic software
- Understanding of database management, gift processing, and donor relations
- Familiarity with Microsoft Office. Preferred experience with Office365 and DonorPerfect or other donor databases
- Familiarity with and connected within Lane County area business community
- Ability and willingness to work occasional evenings and weekends as required to meet community needs
- Ability and willingness to travel as required to meet the needs of the job

Personal characteristics

- Creativity/Innovation: Collaborate to develop new and unique ways to improve the special events and organizational functions
- Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities

HOW TO APPLY

If you feel you are qualified and want to apply for this position submit a St. Vincent De Paul (SVdP) job application at <http://apply.svdp.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.