



Job Description

Job Title: Community Relations Coordinator	FLSA Status: Non-Exempt
Reports to: Director of Development and Communications	Work Schedule: Full-time
Approved by: Allison Parker, Director of Development and Communications	Date Approved: April 2024
Reviewed by: Jennifer Boren, Director of Operations and Finance	Date Reviewed: April 2024

JOB PURPOSE: To develop and foster partnerships with individuals and groups within the community to secure in-kind donation drives; to secure monetary support by facilitating and stewarding third-party fundraisers and outreach events.

SUMMARY

Under the general direction of the Director of Development and Communications, the Community Relations Coordinator primarily manages a variety of community efforts with external fundraising partners. The Community Relations Coordinator actively manages, assesses, revises, and stewards all third-party fundraising activities, including but not limited to outreach and public speaking events, in-kind donation drives, benefit nights, and corporate partnerships.

The Community Relations Coordinator is expected to serve as ambassador at large for Infant Crisis Services and must demonstrate professional excellence and always perform to Infant Crisis Services' standards of quality.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitates and coordinates a variety of in-kind, fundraising, and outreach events including but not limited to schools, churches, corporate partners, civic groups, and other social service agencies.
- Responsible for securing new in-kind donors by identifying, cultivating, soliciting, and stewarding parties interested in supporting the mission of Infant Crisis Services.
- Continually develops, assesses, and revises an annual timeline of in-kind and third-party efforts.
- Creates and maintains stewardship plan for first-time, monthly, and third-party donors and coordinates efforts to track and re-engage lapsed agency supporters.
- Works with accounting team to maintain up-to-date payment information for all recurring donors.
- Acts as backup on the agency's digital donor database.
- Coordinates all donation drive deliveries and pick-ups.
- Coordinates with volunteer and warehouse staff to ensure smooth in-kind donation processes.
- Serves as staff liaison to the Independent Fundraising committee, comprised of board members, volunteers and staff. Collaborates with the committee to find new avenues for in-kind drives and third-party fundraising.
- Serves as a staff liaison to the Teen Associate Board program.
- Completes applications and subsequent reports to various donors, including but not limited to metro-area high school philanthropy weeks, car seat distribution program, and combined federal, state, and

city charitable campaigns.

- Advocates and promotes Infant Crisis Services to external community and donors through speaking engagements, tours of the agency, and presentations to civic, professional, and social groups.
- Participates in fundraising events on occasional evenings and weekends.
- Supports the Development team as needed.
- Models the agency's core values of respect, compassion, kindness and love in all activities and interactions. Ensures that all donor development activities support the mission, vision, and brand of Infant Crisis Services.
- Assists with Infant Crisis Services clients on an as-needed basis.
- Other related duties as assigned by the Director of Development and Communications or designee.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in related field and a minimum two (2) years' non-profit experience preferred,

SKILLS AND ABILITIES REQUIRED

- Mission-oriented and willing to apply Infant Crisis Services' standards and beliefs to the performance of job duties, adhering to Infant Crisis Services core values of respect, compassion, kindness, and love.
- Ability and willingness to travel for job responsibilities, including a valid driver's license and if needed use of a personal vehicle with adequate insurance.
- Availability on occasional weekends and weeknights for a variety of potential fundraising and awareness events
- Must be a highly energetic professional with strong interpersonal skills.
- Excellent oral, written, and interpersonal communication skills.
- Excellent organization and prioritization skills. Must be able to manage multiple projects simultaneously.
- Must display a high level of initiative, effort, and commitment toward completing assignments efficiently.
- Ability to work with minimum supervision and demonstrate attention to detail.
- Must have a high level of integrity to handle sensitive and confidential agency, client, donor, and employee information and situations.
- Demonstrated competence in serving a culturally diverse population. Demonstrated ability to work collaboratively within a diverse workforce.
- Must be able to maintain a professional, customer service-oriented attitude always.
- Ability to work and communicate with staff, clients and their families, donors, vendors, board members, etc. to meet their needs in a polite, courteous, and cooperative manner.

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS

- Experience utilizing technology, web-based tools, and social media for donor communication and solicitation preferred.
- Basic word processing skills: Microsoft Office proficiency required. Internet proficiency required.
- Experience in the use of standard office equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Oklahoma Driver's License
- CPR (can be obtained through Infant Crisis Services-sponsored training)

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and use hands to handle,

or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk and hear. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent to perform the responsibilities and functions of the job efficiently. Must be able to speak and communicate clearly, such as in public speaking engagements. Must be able to lift to 50 pounds.

WORK ENVIRONMENT

The employee will work in an office environment and in close quarters with other staff and clients; job responsibilities may require frequent driving of varying distances between the main office site and other locations. May be exposed to hazardous weather and driving conditions; not all sites will be wheelchair accessible and may have uneven, wet, or other hazardous walking surfaces. The noise level in the work environment varies from moderate to loud; frequent hectic situations will occur characteristic to working with infants, toddlers, and mothers in need. Employee must expect frequent exposure to strong odors such as soiled diapers and clothes, poor hygiene, and other conditions.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Mission Statement:

Infant Crisis Services provides life sustaining formula, food and diapers to babies and toddlers in time of crisis. . . Because no baby should go hungry.