Infant Crisis Services®
No baby should go hungry

Job Description

Job Title: Statewide Engagement Coordinator	**FLSA Status:** Exempt, Salary
Reports to: Senior Development Manager	**Work Schedule:** Full-time
Approved by: Allison Parker, Director of Development and Communications	**Date Approved: 10/29/2026**
Reviewed by: Human Resources	**Date Reviewed: 10/29/2026**

Job Purpose: To increase awareness of the organization's mission throughout Oklahoma. To develop robust relationships among businesses, churches and civic organizations as well as enhance donor participation and retention in all counties served by Infant Crisis Services.

Summary

Under the general direction of the Senior Development Manager the Statewide Engagement Coordinator is responsible for building relationships, increasing community awareness, and generating philanthropic support in communities outside of Oklahoma County served by the BabyMobile Program. This position serves as the organization's ambassador in assigned regions, cultivating donors, civic leaders, churches, businesses, and foundations to strengthen support for families with babies and young children.

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

Essential Duties and Responsibilities:

Community Engagement

- Represent the organization at community events, civic organization meetings, local chamber gatherings, church events, and service clubs.
- Develop relationships with community leaders, local business owners, churches, civic organizations, and family foundations.
- Increase awareness of the organization's mission and services throughout the 34 counties served by the BabyMobile Program.
- Identify opportunities for outreach, fundraising, and expansion of services.

Fundraising & Development

- Cultivate, solicit, and steward individual donors throughout assigned regions.
- Identify and secure funding from businesses, churches, and civic organizations.
- Recruit and assist community fundraising events and third-party fundraisers.
- Assist in identifying grant opportunities and community foundation partnerships.
- Meet annual fundraising goals established by leadership.
- Recruit and engage community champions, and Statewide Engagement Committee members.

Fundraising & Communications Support

- Coordinate donor visits and tours during BabyMobile visits.
- Assist with special events, outreach events, and fundraising initiatives statewide.
- Gather client stories and impact data for fundraising and marketing purposes.
- Assist in donor database management as assigned.

Relationship Management

- Maintain accurate records of donor and community contacts in the organization's database.
- Prepare reports on fundraising activities, donor engagement, and regional impact.
- Ensure timely donor acknowledgments and stewardship activities.
- Actively participates in agency special event fundraisers.
- Performs other incidental and related duties as required and assigned.

Supervisory Responsibilities

- None

Education and/or Experience

- Related bachelor's degree preferred or equivalent experience.
- Minimum 1-2 years of fundraising, community engagement, sales, nonprofit development, or relationship-building experience.
- Previous experience with a non-profit organization is a plus.

Skills and Abilities Required

- Must possess excellent oral and written communication skills.
- Skilled in establishing and maintaining effective relationships with co-workers and community members.
- Excellent organizational and time-management skills.
- Strong public speaking and presentation skills.
- Ability to excel in a diverse, collaborative team environment.
- Ability to multi-task and remain calm in chaotic situations.
- Able to adhere to strict deadlines and take detailed direction.
- Must be self-motivated and comfortable working independently.
- Must have a positive attitude and a willingness to learn.
- Proficiency in Microsoft Office, Canva, and e-Tapestry donor database software.
- Must have a high level of interpersonal skills to handle sensitive and confidential Infant Crisis Services, client and donor information and situations.
- Must possess the ability to understand various Infant Crisis Services operations and procedures.
- Must display a high level of initiative, effort, and commitment towards completing assignments efficiently.
- Must have the flexibility and willingness to work on occasional evenings and weekends when required.

Preferred Qualifications

- Experience in small town community development.
- Knowledge of Oklahoma communities and civic organizations.
- Fundraising or nonprofit development experience.
- Experience working with committee members and community leaders.

Computer Equipment And Software Requirements

- Basic word processing skills (i.e., Microsoft Office Systems).
- Adept at design programs (i.e., Adobe Photoshop, Microsoft Publisher, etc.).
- Experience in use of standard office equipment.

Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License
- Can travel extensively throughout Oklahoma.

- 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 finger, 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 perform the responsibilities and functions of the job efficiently. Must be able to speak and communicate clearly, such as in public speaking engagements.

Work Environment

The employee will work in an office environment and in close quarters with other staff and clients; job responsibilities may require driving varying distances between main office site and other locations. May be exposed to hazardous weather and driving conditions related to disaster relief program requirements; not all sites will be wheel-chair 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.

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.