



POSITION DESCRIPTION

POSITION:	Community Relations Coordinator
REPORTS TO:	Community Relations Director
DIRECT REPORTS:	Community Relations Interns and Volunteers

POSITION SUMMARY:

The Community Relations Coordinator (CRC) supports agency fund development and marketing agency's. The CRC assists the fund development and marketing team and serves as staff support in fundraising and marketing matters. The CRC will also assist Community Directors to provide fund development and marketing support to all islands.

Supporting elements of the agency fund development program include: donor stewardship; gift entry and acknowledgment; database management; and donor research.

Supporting elements of the agency marketing program include: creation of statewide agency collateral including letterheads, business cards, brochures, and other marketing materials; development and dissemination of newsletters, press releases and promotional materials; social media communications, web site and other electronic media; representation of agency at outreach events; and coordination of speaking engagements and public appearances by other agency staff and board members.

Specific Responsibilities:

- Assist with fund development opportunities, documenting progress and tracking deadlines.
- Serve as team member in the identification, solicitation, cultivating, and stewarding of individual, foundation and corporate potential donors.
- Support Board Fund Development Committee and/or Board Marketing Committee.
- Support a volunteer-based fundraising committee comprised of past, present, and future mentors as well as friends of the agency to expand awareness for Big Brothers Big Sisters Hawaii, recruit volunteers, and raise funds.
- Assist with coordination of fundraising events, charity of choice functions, and other special events.
- Assist with donor stewardship, information systems (gift entry; database management; report generation), and prospect research.

- Support marketing, public relations, and outreach functions (events, speaking engagements, etc.). This includes external and internal communications; development and use of collateral materials; website and social media management; and duties that support marketing and PR.
- Assist with the supervision of the interns and volunteers to achieve community relations goals.
- Serve as a vital member of the team by staying abreast of organization-wide issues and contributing to the development and achievement of the agency's long-term vision and short-term operating plans. Assist with other related duties as needed.

Job Requirements:

- A belief in the mission and vision
- Strong commitment to JEDI (Justice, Equity, Diversity and Inclusion)
- Strategic agility
- Some experience in fundraising and/or marketing.
- Excellent oral and written communications skills including reflective listening ability
- Integrity
- Ability to use personal computer, telephone, fax, photocopier, postage meter, and related office equipment.
- Work Hours: Full-time, overtime exempt, 40 hours per week, Monday through Friday. Some evening and weekend work required.
- Mental Demands: Must be able to work with deadlines and process multiple projects simultaneously.

Qualifications:

- A bachelor's degree or equal work experience.
- 1-3 years progressively responsible experience in fund development and/or marketing and demonstrable personal solicitation success
- Knowledgeable with fundraising CRM
- Experience with Microsoft Excel, Word, Powerpoint, etc.
- Experience with Photoshop and/or Adobe Illustrator
- Valid US driver's license and ability and willingness to travel

Working Conditions:

- Able to lift 30 lbs.
- Work will primarily be done in an office setting. Note: Until further notice, work will follow a hybrid in-office and remote work setting schedule.

Salary: \$45,000/annum

