



Transforming Parents' Lives. Improving Children's Futures.

Community Engagement Coordinator

Summary/objective:

The Community Engagement Coordinator organizes corporate, community group and resident events that involve volunteers. This position leads efforts to educate community members about Warren Village and engage them in efforts to support our mission. The position also coordinates all efforts around soliciting and distributing Gift-In-Kind contributions, and supports other efforts of the Development Team.

Warren Village practices and measures diversity, equity, inclusion and culture competency as a core expectation for all positions.

Essential Functions and Responsibilities:

- **Event Coordination**
 - Coordinate interdepartmental participation in community, volunteer or resident events.
 - Effectively leverage volunteers to help execute events.
 - Collaborate with other staff to ensure that event volunteers are correctly onboarded.
 - Coordinate logistics of the group volunteer events.
 - Coordinate messaging to residents, alumni and donors with other staff for any volunteer event
 - Organize and present two volunteer appreciation events
- **GIK Management**
 - In collaboration with program staff, develop a resident event and gift-in-kind distribution plan annually; informed by resident and alumni input, centering racial equity, and outlining staff and volunteer roles for each event.
 - Collaborate with the Corporate & Foundation Relations Manager submit applications for volunteer involvement and gift-in-kind donations
 - Coordinate storage and distribution of gift-in-kind
 - Train and assist staff to collect gift-in-kind information from donors
 - Maintain process for all departments and locations to request gifts-in-kind, ensuring fulfillment of these in support of ongoing programs
 - Regularly provide complete, detailed gift-in-kind reports to development and finance departments
- **Community Engagement**
 - Coordinate logistics of the group volunteer events, to include volunteer scheduling and confirmations, staff and volunteer tasks and related communication, confirmation and purchasing of necessary materials.
 - Develop and implement an outreach plan to engage diverse community groups, local businesses, schools and faith-based organizations interested in group volunteer or fundraising opportunities
 - Attend tabling events, and conduct presentations for corporate and community groups.

- Respond to inquiries about potential gift-in-kind donations, group volunteer service and third-party fundraisers
- Develop gift-In-kind and third-party fundraising calendar with monthly opportunities, and maintain group-volunteer website information.
- Coordinate with other staff to provide content and contact information for the Volunteer Newsletter.
- Input development event volunteer hours into Volunteer Hub, regularly auditing for completeness
- Assist with organization's signature annual fundraising event
- **Development Assistance**
 - Generate and review acknowledgement letters
 - Scan and save donation materials
 - Assist with regular development communications.

Minimum Requirements:

Bachelor's degree (BA) from four-year college or university, in Human Services, Development, Communications or related field. (*Education substitute: 2 years of related experience for one year of education.*)

Preferred education and/or experience:

- Experience working with Volunteer Hub, Raisers' Edge or similar systems
- Experience working with social media platforms and virtual program engagement
- Two years' experience working with volunteers and corporate groups, and/or small-scale event planning
- Two years' experience working in a nonprofit environment

Salary & Benefits: \$20.67 – 25.48k per hour DOE. Attractive benefit package including medical, dental, and vision insurance as well as a company contributed Health Savings Account and a Flexible spending accounts, company paid Life and LTD insurance, a childcare discount in our fully accredited Early Learning Center, a matching 403(b) retirement plan and a generous PTO package.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org. Subject line: **Community Engagement Coordinator**

1. Resume
2. Cover letter

Only applicants selected for an interview will be contacted.

The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or another protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.