

## JOB DESCRIPTION

<b>Position Title:</b>  <b>Development &amp; Community Relations Coordinator</b>	<b>Status:</b>  Full-time  (40 Hours)	<b>Overtime Status:</b>  Non-Exempt
<b>Department:</b>  Development & Community Relations	<b>Reports To:</b>  Director of Development & Community Relations	

### POSITION PURPOSE

The Development & Community Relations Coordinator is responsible for supporting the goals of the Development & Community Relations Department through the implementation of tasks related to fundraising, marketing and recruitment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Utilize social media to achieve the goals of the organization’s marketing and social media strategy.
- Assist in the development of communication materials for internal and external stakeholders (ex. website, e-newsletter, annual report).
- Coordinate and execute all activities related to fundraising events.
- Communicate with current and potential supporters regarding sponsorship benefits.
- Manage all the logistics of all auctions at agency events, including donation requests and the Auction Committee.
- Assist in the cultivation and stewardship of individual and corporate donors.
- Participate in volunteer recruitment and community awareness activities, including informational tables and other initiatives.
- Maintain the organization’s donor database and create donor acknowledgement letters.
- Communicate new and innovative ideas to applicable departments to capitalize the agency mission*
- Participate in Agency Events and perform additional tasks assigned by the Director of Development & Community Relations, COO or CEO*
- Adhere to the agency’s beliefs, values and mission in all job-related activities*
- Implement and comply with all Agency procedures*

### EDUCATION & RELATED WORK EXPERIENCE

- Education Level:**  
(minimum & preferred educational requirements necessary to perform this job successfully)
- Bachelors Degree Required
- Years of Related Work Experience:**  
(minimum & preferred related work experience necessary perform this job successfully)
- 2 years of applicable experience preferred, minimum of 1 year required.

SKILLS AND KNOWLEDGE		
	Required	Preferred
Social Media Campaign Management	X	
Fundraising Strategies	X	
Community and/or Corporate Partnership Development	X	
Strong organizational skills and attention to detail	X	
Goal-driven approach to work with a demonstrated ability to develop a rapport with individuals from diverse sectors.	X	
Ability to successfully work in a team environment.	X	
Enthusiasm, creativity, positive sense of humor and can do attitude.	X	

<b>TRAVEL REQUIREMENTS (LIST AS A % OF TOTAL WORK TIME)</b>	<b>10% to 15%</b>
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WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
(Describe any specific work place conditions and/or physical abilities that are related to and/or required by this job)
General office environment. Consistent computer work, filing, photocopying.

CORE COMPETENCIES	HIGH PERFORMANCE INDICATORS
COMMUNICATION- WRITTEN & VERBAL	Able to practice active and attentive listening skills to verify understanding; adapt communication content and delivery to individual needs; proactively inform others about developments relevant to the team; openly and diplomatically express opinion, even when different from that of others; translate what is heard, observed or assessed into documentation that is accurate, concise, and clearly communicates key information to others with a need to know.
RELATIONSHIP BUILDING	Able to build rapport and cultivate effective short and long term relationships with others; adjust own interpersonal approach to fit others' perspectives, needs, cultures, or styles; recognize the impact of one's behavior on others; utilize a range of internal and external networks and resources to meet job responsibilities and reach specific influential people.

INFLUENCING	Able to persuade and enlist others' support in accomplishing objectives; effectively "sell" benefits of service to others; use data, logic and/or customer testimonials to influence others; develop effective working relationships with others who can help promote acceptance of own ideas; use different influence approaches as appropriate.
FLEXIBILITY & ACHIEVING CHANGE	Able to help others overcome their resistance to change; gain others' willing participation for change initiatives; help others translate new change goals into practical implementation steps and adapt to change without disruption of productivity; coach others in accomplishing goals in an unstructured environment. Able to pursue and generate innovative ideas that further the group or team's goals and foster an environment that encourages innovation.
CREATIVITY & INNOVATION	Able to generate creative ideas to solve problems and improve work methods; apply novel approaches to improve or enhance results; motivate staff (if applicable) and collaborate with team members to share best practices and brainstorm creative approaches; assess situations to uncover new opportunities or overcome obstacles.
DECISIVENESS & JUDGEMENT	Able to demonstrate sound judgment in routine, day-to-day decisions; think critically to make decisions and take action, even in non-routine situations; rapidly make reasonable assessments with limited information; consider impact of various options when making decisions; use sound judgment in deciding whether to make a decision or escalate it to a supervisor for additional consultation.
CONTINUOUS IMPROVEMENT & GETS RESULTS	Able to identify and apply "best practices" in own work; improve efficiency by planning and organizing work effectively, eliminating barriers and streamlining work processes; monitor, evaluate and track own performance; adapt work practices in order to meet goals and deadlines; persist in the face of ongoing obstacles or setbacks; accept responsibility for the quality and outcomes of own work.
<i>PLANNING &amp; ORGANIZING</i>	<i>Able to create and execute a plan of action to meet targets; balance the need for long term planning with short-term objectives; avoid wasting time and resources on tasks that yield low value; monitor the progress and impact of assignments.</i>

<i>ATTENTION TO DETAIL</i>	<i>Able to review data/documents for accuracy and consistency; take action to prevent mistakes; follow procedures closely; keep records accurate and up to date.</i>
<i>STRATEGIC ALIGNMENT</i>	<i>Able to align own work objectives with the organization's strategic plan or objectives; take organizational priorities into consideration when making choices and trade-offs in own work; act with an understanding of how the community drives/affects the business; maintain perspective between the overall picture and tactical details.</i>
<i>VALUING DIVERSITY</i>	<i>Able to seek out and work effectively with others who have diverse perspectives, talents, backgrounds, and/or styles; contribute to a team climate in which differences are valued and supported; challenge any stereotyping or offensive comments; seek and respond to feedback from others about his/her own behavior that might be perceived as biased.</i>

***EQUAL EMPLOYMENT OPPORTUNITY***

Be-A-Friend Program, Inc./Big Brothers Big Sisters of Erie, Niagara and the Southern Tier is an equal opportunity employer. Our policy prohibits discrimination against applicants and employees on the basis of race, color, religion, sex, disability, sexual orientation, marital status, pregnancy, age, veteran status, national origin or any other legally protected status in accordance with applicable local, state and federal anti-discrimination laws.

***AMERICANS WITH DISABILITIES***

Be-A-Friend Program, Inc./Big Brothers Big Sisters of Erie, Niagara and the Southern Tier is committed to providing equal opportunity employment to otherwise qualified individuals with disabilities, which may include providing reasonable accommodations where appropriate. In general, it is your responsibility to notify your supervisor or the Human Resources Department of the need for accommodation you believe may be necessary for the functional limitations caused by your disability. In addition, when appropriate, we may need your permission to obtain additional information from your physician or other medical.

***JOB RESPONSIBILITIES***

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Be-A-Friend Program, Inc./Big Brothers Big Sisters of Erie, Niagara and the Southern Tier may change the specific job duties with or without prior notice based on the needs of the organization.

Applicants should send a Cover Letter and Resume to Kara Hite, Director of Development at [khite@beafriend.org](mailto:khite@beafriend.org). Deadline for applicants is Friday, November 16, 2018. For more details about Big Brothers Big Sisters, please visit [www.beafriend.org](http://www.beafriend.org)