

FAMILIES FORWARD

UNTIL EVERY FAMILY HAS A HOME

Job Title: Community Engagement Specialist

Reports to: Development Manager

Education Requirement: Bachelor's degree in Marketing, Public Relations, Business, or closely related field

Experience Requirement: Minimum of 3 years in for-profit or non-profit setting with primary responsibility for developing and fostering corporate/community/client relationships.

Position is: Non-exempt, Full-time

Job Summary:

The Community Engagement Specialist supports the organization's strategic and fundraising goals by enhancing community awareness and engagement to advance Families Forward's mission to prevent and end family homelessness. In a fast-paced, dynamic environment, this public-facing role creates opportunities for involvement and partnership that produce in-kind, monetary, and volunteer support for our programs. The enthusiastic and outgoing Community Engagement Specialist is responsible for the development and implementation of effective outreach strategies/tactics to engage corporate partners, local organizations, community groups, faith-based organizations, and schools.

Supervises: N/A

Essential Job Duties:

Corporate and Community Outreach – (60% of time):

- Develop and implement annual Community Outreach & Engagement Plan to support the organization's strategic and fundraising goals.
- Identify strategies to create, strengthen, and steward mutually beneficial relationships with corporations, organizations, community groups, faith-based organizations, and schools through volunteer experiences and charitable support, strategically creating a more visible and active Families Forward presence in the community; provide input and expertise on how to improve outreach and engagement efforts, including metrics for success.
- Research, identify, and cultivate new relationships to support community need.
- Support special events and campaigns through the solicitation and stewardship of corporate sponsorships.
- Host tours, presentations, and events to introduce potential partners to our mission.
- Actively search for and represent Families Forward at community gatherings and networking events.
- Identify new opportunities and deepen relationships with entry level and in-kind donors to increase giving and enhance donor retention utilizing fund development tools and best practices.
- Assist in planning and hosting special events such as the annual Gala and Housing Partner Appreciation event.

- Develop, launch, and support Young Professionals Group to increase community awareness and inspire volunteerism, philanthropy, and future board leadership.

Seasonal Programs – (30% of time):

- Plan and manage the Back-to-School, Thanksgiving, and Adopt-a-Family Seasonal Programs in cooperation with the Operations Team; solicit in-kind donations and charitable support to meet program goals.
- Develop solicitation plan and donation drive schedule to ensure needed seasonal donations are secured to meet community needs.
- Coordinate logistics of donation drives with Operations Team.
- Collaborate with Volunteer Manager to create meaningful group volunteer experiences for partners.
- Assist Volunteer Manager in hosting seasonal volunteer activities.
- Greet and assist donors delivering seasonal donations.

Other responsibilities – (10% of time):

- Document all partner interactions and activities in the donor database and report on outcomes.
- Keep Fund Development team updated with the latest outreach information to be distributed as part of the broader community engagement/outreach communications strategy.
- Assist with events, fundraising, marketing, and public relations activities.
- Attend staff meetings, Fund Development meetings, and other meetings as needed.
- Assist with other duties and special projects as assigned.

Additional Qualifications:

- Exceptional interpersonal and demonstrated relationship building skills
- Well-organized, detail-oriented, and excellent time management skills.
- Professional demeanor.
- Ability to work independently on projects, establish priorities, and meet deadlines.
- Skilled at leading/executing multiple initiatives and tasks concurrently.
- Excellent presentation, oral, and written communication skills.
- Social media experience and comfort is a plus.
- Ability to work effectively with a diverse range of community groups, companies, and individuals.
- Proficiency in Microsoft Office Suite and preferred experience with a donor database such as Raiser's Edge.
- Valid California driver's license and availability of an insured vehicle to travel within the Orange County service area.
- Ability and willingness to work evenings and weekend hours as the job requires.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Please send resume to Marissa Hall at mhall@families-forward.org – NO PHONE CALLS PLEASE