

# FAMILIES FORWARD

**Job Title:** Community Engagement Specialist

**Reports to:** Development Manager

**Education Requirement:** Bachelor's Degree preferred

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

**Position is:** Non-Exempt, Full Time – 38 hours per week

## **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.

## **Essential Job Duties:**

### **Corporate and Community Outreach (60% of time spent)**

- 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 spent)**

- 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 seasonal donations are secured to meet community needs.
- Work in cooperation with the Operations Team to coordinate logistics of donation drives.
- Collaborate with the Volunteer Manager to create meaningful volunteer experiences for corporate, community, faith-based, and school groups.
- Greet and assist donors delivering seasonal donations.

### **Additional Responsibilities (10% of time spent)**

- Document all partner interactions and activities in the donor database and report on outcomes.
- Collaborate with the Fund Development team to develop community engagement and outreach communications strategies.
- 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 organization's service area.
- Ability and willingness to work evenings and weekend hours as the job requires.

**Pay Rate:** \$25-29 per hour based on experience.

Please send resume to Marissa Hall, Director of Operations, at [mhall@families-forward.org](mailto:mhall@families-forward.org). No phone calls please.