JOB DESCRIPTION: COMMUNITY RESOURCES COORDINATOR

POSITION TITLE: Community Resources Coordinator
DEPARTMENT: Community Development
REPORTS TO: Director of Development
FLSA: Exempt
LAST REVISED: 10/30/13

POSITION SUMMARY

Under the supervision of the Director of Development, the Community Resources Coordinator will help raise public awareness of the agency’s mission and issues related to homelessness in order to help enlist community organizations, churches, educational institutions, businesses and individuals to support the agency through donations and volunteer activities. The Community Resources Coordinator is primarily responsible for volunteer coordination as well as helping cultivate ongoing community support for the agency. The Community Resources Coordinator will help the department build a network and database of community contacts, resources and supportive volunteers.

ESSENTIAL FUNCTIONS

1. Build relationships with community groups, businesses and individuals through networking to develop resources that support the agency’s in-kind gift and volunteer goals and objectives as well as advance overall fundraising goals.
2. Coordinate and manage all volunteer activities.
3. Create and implement an in-kind gifts program for donors/donations to assist in food services opportunities (meal sponsorships, donated food, etc.), clothing and toiletry drives and other in-kind needs of the agency.
4. Maintain a complete database of current and potential volunteers and community partners using agency software.
5. Help develop strategies through networking and engaging community members to help increase volunteer participation at the agency.
6. Attend community functions and activities designed to introduce the public to the agency and recruit volunteers.
7. Help raise public awareness on issues of homelessness by gathering and distributing supporting information that promote and introduce the agency’s mission to the community.
8. Participate in planning and execution of special events as needed.
9. Serve as a liaison to the community by speaking to individuals and organizations who are interested in learning more about getting involved with the agency.
10. Actively participate as a member of the community development team and attend regular department meetings as required.
OTHER RESPONSIBILITIES

1. Manage own administrative/clerical tasks.
2. Participates in staff meetings, training, and development activities as directed.
3. Performs other duties as required or assigned by the Director of Development.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. A Bachelor’s Degree in marketing, communication, or related field with at least one year of experience coordinating volunteer activities, or equivalent combination of education and experience; experience in a nonprofit social services agency preferred.
2. Knowledge of: community social services resources, techniques to recruit, retain and recognize volunteers, volunteer management, data entry and database management; and coordination of special events. Familiarity with Raisers Edge a plus.
3. Skills required to: plan, organize, and coordinate community resource activities; communicate effectively orally and in writing; provide outstanding customer service; manage multiple priorities and demands; work collaboratively with diverse groups; work effectively with staff, volunteers, clientele, and the public; and prepare and present reports.

WORKING ENVIRONMENT

Responsibilities of the Community Resources Coordinator frequently involve flexible scheduling and work beyond the regularly scheduled workday, including working in the evening, on weekends, and on holidays.