

**JOB DESCRIPTION**

**Community Relations Coordinator**

**Reports to**: Executive Director

**Status**: Part-time

**Purpose of Position**: The Community Relations Coordinator is responsible for strengthening relationships between the Foundation and the community. This liaison will facilitate community leadership by making connections to nonprofits, schools, elected officials, and the community. The coordinator will identify opportunities to partner and amplify county-wide perspectives. He/she will assist in increasing public awareness of the Foundation, as well as stewardship efforts.

**Principal Responsibilities**:

1. Facilitate or convene groups and organizations working toward similar goals for conversations and opportunities to collaborate.
2. Participate regularly in community activities and events to enhance the image and position of the Foundation. Activities include speaking to groups, participating in civic engagements, and overall immersion in the community by networking to foster a culture of philanthropy across Greene County.
3. Create and manage events and activities related to donor engagement and community development efforts, such as Leadership Greene County.
4. Assist with marketing efforts for the Foundation.
	1. Write and distribute articles and press releases on the grants, scholarships, and other programs of the Foundation to increase public awareness.
	2. Serve as project manager for publications including the annual report, newsletters, and postcards.
	3. Coordinate, monitor and create content for social media accounts maintained by the Foundation.
	4. Oversee the content and effectiveness of the Foundation’s website.
5. Focus on expanding and enhancing Foundation donor relationships through good stewardship practices.

1. Assist with the asset development efforts of the Foundation, including planned giving and donor wall recognition.
2. Attend monthly board meetings of the Foundation and committee meetings when requested.
3. Perform other duties as assigned by the executive director, maintaining positive and cooperative work relationships within the office and with all associated with the Foundation.
4. Adhere to the Ethical and Operational Standards for Indiana Community Foundations.

**Requirements Include**:

1. Knowledge:
* Minimum three years successful work experience in the nonprofit arena
* Proficient knowledge of computers and current software programs
* Experience in marketing, website, and communication techniques
* Advanced knowledge of Microsoft Office products
* Bachelor’s degree in appropriate field of study is preferred
* Experience with Adobe Acrobat and Photoshop is preferred
1. Skills and attributes:
* Excellent verbal, written, and interpersonal communication skills
* Excellent organizational skills
* Ability to work with diverse groups of people
* Ability to effectively work independently and as a team member
* Understand and maintain confidentiality
* Professional demeanor and appearance
* Interest in improving the quality of life in Greene County

**Salary and Benefits**:

* Coordinator will work roughly 20 hours/week at $15/hour, with flexible work schedules; some evening hours required

**Disclaimer**:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.