



### **LifeNet4Families –Coordinator, Community Relations**

POSITION TITLE: COORDINATOR, COMMUNITY RELATIONS  
DEPARTMENT: DEVELOPMENT  
REPORTS TO: DIRECTOR, DEVELOPMENT AND COMMUNITY RELATIONS  
CLASSIFICATION: NON-EXEMPT, FULL-TIME

Reporting to the Director, Development & Community Relations, the Coordinator Development and Community Relations is responsible for managing volunteer recruitment, engagement, and cultivation. He/She will manage relationships with current and prospective donors and identifying strategies to bring in additional funds.

#### **RESPONSIBILITIES:**

- Interact with all LifeNet4Families staff to identify volunteer needs.
- Recruit volunteers and prepare job descriptions for all volunteer assignments.
- Develop and implement an effective volunteer recognition program.
- Coordinate intake of volunteers including the completion of registration forms, and training and orientation.
- Develop and maintain a current schedule of all volunteer opportunities, including opportunities in the pantry, warehouse, kitchen, and in the general office.
- Manage all aspects of volunteer recruitment, including as telephone solicitation, presentations, mailings, and online outreach.
- Disseminate information about volunteer opportunities through all appropriate media, such as the web site, e-mail groups, and newsletters.
- Maintain a current database of all prospective and actual volunteers, as well as records of all volunteer activities performed and provide current reports about such activities on a regular basis.
- Respond to web inquiries and requests for volunteer information.
- Identify resources that may be useful for volunteer recruitment.
- Establish and cultivate relationships with community businesses and organizations willing to donate services.
- Manage and update donor database.
- Track philanthropic requests, pledges, and contributions.
- Send appropriate documentation to process credits to donors.
- Make presentations to donors and relevant community members/organizations.
- Assist with fundraising event planning and execution.
- Compose and upload website and social media content.
- Prepare media and volunteer recruitment materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Assemble media and donor kits for events and meetings.
- Prepare mailing materials such as invitations, solicitations and newsletters, for dissemination.
- Handle other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree in related area preferred
- At least 3 years supervisory and/or volunteer coordination experience
- Computer Proficiency: Word, Excel, Publisher, PowerPoint and Access
- Demonstrated ability to plan and organize concurrent activities.
- Previous experience with non-profit fundraising strongly preferred
- Experience working in deadline-driven environment.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Bi-Lingual preferred.

**Skills:**

- Strong communication, relationship-building, organizational, interpersonal and problem-solving skills
- Computer proficient with emphasis on database management

**LifeNet4Families****One NW 33rd Terrace****Lauderhill FL 33311****P:(954) 792-2328****E:info@lifenet4families.org****About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

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