**COMMUNITY ENGAGEMENT COORDINATOR**

**HumanKind is looking for an innovative, creative, and energized team-oriented professional to join our Development Team as a Community Engagement Coordinator.**

**Competitive pay and benefits! Great workplace culture!**

***Experience in non-profit fundraising strongly preferred.***

* Competitive pay based on experience.
* Comprehensive and affordable employee benefits package

The **Community Engagement Coordinator** will support all functions within the Development Team to include working with volunteers, special events, and fundraising activities. The Community Engagement Coordinator reports to the Director of Donor Relations and plays a key role within the organization providing support to the fundraising team. This position is responsible for soliciting cash donations to meet specific fundraising goals each year to support special events and the annual fund.

**Duties and Responsibilities:**

· Responsible for all volunteer management, including but not limited to, corporate volunteer groups, coordination, and oversight of volunteers at the Emergency Winter Shelter operating November 1-March 31, campus clean-up and donation sorting, as well as special volunteer projects.

· Lead team member managing Give Pulse, volunteer management system.

· Primary member of the Development Team to attend community engagement events, including volunteer fairs, speaking engagements at schools, businesses, presenting at community-wide events, churches, and civic groups. Receiving support from other members of the development team as needed.

· Responsible for recruiting, coordinating and oversight of life skills classes at HumanKind’s year-around shelter, The Inn, and apartments – The Studios and The Villas. HumanKind averages 3 life skills classes a week from over 40 community partners.

· Responsible for growing community partnerships and collaborations from non-profits and the business community.

· Lead for all in-kind donations. HumanKind solicits donations year around for our clothing closets at our shelters, homeless street outreach team, Case Managers. This position is the lead to keep the donation spaces clean and stocked for operations team.

· Solicit and collect donations for Operation Holiday (OH) including managing more than 100 OH collection sites and soliciting new businesses to be collection sites.

· Work alongside Operation Holiday Manager to coordinate volunteers in November and December for warehouse support and Distribution Week the 2nd week of December.

· Ensure proper receipting and timeliness working in conjunction with the Business Manager who handles development database.

· Serves as back-up with database updates, maintenance needs, report requests and inquiries related to the Raisers Edge Donor Database

· Provides a range of administrative support to the Director of Donor Relations and Community Engagement assisting in preparing for donor meetings, attending campus tours.

· Assists by pulling donor profiles and other donor information as requested by CEO and Director of Donor Relations

· Works directly with Director of Donor Relations and Community Engagement on a variety of tasks, including but not limited to:

o Grants

o Event sponsorships

o Working with monthly donors and stewarding those donors through incentives, and communication

o Soliciting in-kind donations for events and programs

o Giving campus tours to prospective volunteers, donors, and community supporters

o Preparing a donor profile for the CEO or Director of Donor Relations.

o Participates in planning and support related to major giving, annual giving, internal/external events, and volunteer services to identify information needs.

**Qualifications, Expectations, and Competencies**

**Qualifications**

**Required:**

· Associate degree in business, computer science or related field plus two or more years related work experience in data management, systems management, and Microsoft Office applications.

· Two or more years of advanced experience with Microsoft Excel, formulas, functions, and reporting.

· Valid Kansas Driver’s License

**Preferred:**

· Bachelor’s degree in business, non-profit leadership, or related field

· Prior work in a similar capacity with a nonprofit organization

**Expectations**

· Comfortable making asks for financial support from individuals and businesses.

· Strong organizational skills with a proven ability to set priorities and meet multiple deadlines in a timely manner

· Strong interpersonal skills with ability to work effectively with all levels of HK staff, community leaders, volunteers, and external vendors.

· Ability and commitment to provide support to senior leadership.

· Ability to balance and understand both back-end organization of data and front-end accessibility for users.

· Able and willing to work nights and weekends as needed, most often from November-March.

· Flexibility and ability to prioritize and manage multiple tasks simultaneously.

· Understanding of fundraising support services ranging from prospect identification through donor stewardship.

· Dress neatly and appropriately always, excellent hygiene, work attire is expected to be clean, and business appropriate.

· Excellent communications skills both oral and written.

· Arrives to work promptly and practices effective time management.

**Competencies**

· Unimpeachable ethical standards and personal integrity

· Self-starter with strong work ethic with ability to multi-task effectively

· Ability to work well within the HK team.

· Ability to take direction and appropriate actions.

· Ability to work in a fast-paced environment.

· Exceptional organizational skills

· Excellent communication and customer service skills.

· Exceptional attention to detail

· Proficient in manipulating, analyzing and interpreting data.

· Ability to anticipate needs and show initiative in managing new projects.

· Outgoing with a positive attitude

**Working Conditions and Physical Requirements**

The position is regularly required to make use of close vision to read correspondence and prepare reports and other appropriate communications. The employee is frequently required to sit, speak with individuals and groups, and use a computer for extended periods throughout the day. The employee is occasionally required to sit, stand and walk. S/he must hold a valid Kansas driver’s license. This position will also be required to assist in the physical set-up and preparation for special events and other similar activities. Must be able to lift 25lbs without assistance. This position is typically Monday through Friday, from 8:30am-5:00pm, however some meetings and events require evening and weekend work.

**Direct Reports**

· None

HumanKind is an EOE