



Job Title:	Director of Community Engagement & Resource Development
Reports to:	Chief Executive Officer
Supervised:	Yes
Job Code:	918 + 920
FLSA Status:	<input checked="" type="checkbox"/> exempt <input type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other
Salary Ranges:	Starting around \$63,000

Position Summary:

As a key member of the senior management team the Director of Community Engagement and Resource Development is responsible for all aspects of the Coalition’s philanthropic giving and community engagement efforts with the goal of advancing and safeguarding the Coalition’s mission, vision and culture. The Director also supports the work of the Coalition’s Foundation with emphasis on strategic planning, philanthropic giving, and alignment of organizational goals.

The Director oversees all community outreach and philanthropic giving including strategy, goal setting and alignment, annual appeals, events, major and planned gifts, volunteer recruitment and management, outreach with affinity groups, businesses, and individuals. The position also works closely with program leadership to expand, enhance, and support grant writing and application processes to meet the Coalition’s goals.

This position provides overall management, supervision, leadership, and coordination of the operational, budgetary, and personnel requirements for all the aforementioned areas of responsibility.

Position Objectives:

1. Strategically aligns community engagement and resource development with all program and revenue goals while building and managing a successful team.
2. Works with senior leadership and the marketing and communications team to establish clear and concise messaging that meets community engagement, resource development and program goals.
3. Builds on established and successful organizational goals to create and expand community engagement and resource development strategic plans and implement at all levels.

Specific Duties and Responsibilities:

The Director will work with team members and senior leadership to ensure successful achievement of the objectives to realize organization strategic goals.

I. Leadership and Supervision

- Leads, supervises, and trains department staff in all aspects of department functions and compliance regulations in a primarily government-funded organization that advances early childhood education.
- Documents performance as required; writes and delivers yearly performance reviews for staff on a timely basis.
- Coaches and counsels staff as necessary to improve and/or maintain performance

- Creates the opportunity to recognize employee contributions and performance.
- Sets staff annual goals and objectives in support of Coalition goals and monitors regularly.
- Communicates and updates CEO regularly on philanthropic giving and community engagement efforts and activities for the Coalition.
- Provides related financial, budget, expenses information to the Coalition management and staff on a timely basis. Fosters teamwork and collaboration among all directors and staff.
- Takes a leadership role and demonstrates initiative to work with senior staff in advising how best to be involved in fund development and community engagement activities and events as well as opportunities to advance the Coalition's goals.
- Leads the development and execution of the ELCOC Community Engagement and Resource Development annual plan while participating in the development and execution of the ELCOC's strategic plan and the ELCOC's Marketing/Communication's annual plan.

II. Resource Development & Community Engagement

- Devises and updates engagement and revenue strategies in collaboration with the Resource Development/Community Engagement team, Marketing/Communications team and President/CEO to accomplish the organizations goals, including stellar donor, volunteer and community relations, new leads and financial opportunities.
- Executes and manages annual cultivation programs and special events assigned to this position with the purpose of building and cultivating relationships, brand awareness, renewing and growing philanthropic giving and volunteer programs to meet department and organization goals.
- Oversees and leads volunteer efforts with team support including coordinating and managing events, community outreach and engagement programs as needed.
- Seeks strategic opportunities, new funding and in-kind partners for event development and collaboration working closely with internal team members, board members, stakeholders and community partners.
- Develops a tactical plan that sustains and grows all levels of philanthropic giving, volunteer engagement and retainment including administration, management and oversight of database programs as well as donor and volunteer cultivation and retention.
- Manages assigned aspects of resource development and community outreach operations and tracking by managing weekly gift processing and timely acknowledgement letters. Oversee and manage the data input and output, monthly reconciliations and ensure data integrity and accuracy in all records and reports in all data applications.
- Oversees donor stewardship plans by implementing new and meaningful ideas to connect donors and volunteers with ELCOC while fostering relationships.
- Prepares all donor and volunteer cultivation and solicitation materials by gathering new stories or adapting messaging as needed relative to donors and volunteers. Supports the Marketing/Communications team with excellent communication and strategic planning related to events, donor/volunteer development and retention, brand awareness and community engagement.
- Develops an annual community engagement and resource development plan/calendar with agreed upon measurable goals by the CEO. Supports marketing and communications team with focus of collateral, internal and external communications, social media, and print.
- Coordinates and supports board efforts as related to community engagement and resource development.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Skills:

- Solid knowledge of generally accepted business, social practices, protocols, and ability to interact with businesses, vendors, public, donors and volunteers.
 - Solid knowledge of community engagement and resource development including but not limited to annual fund programming, major gifts, donor and volunteer acquisition, retention, not-for-profit regulatory standards, and best practice rules associated with donor stewardship and charitable giving. General knowledge of grants management, capital campaign and planned giving tools, tactics and strategies helpful.
 - Excellent verbal and written communication skills.
 - Experience in marketing and communications helpful.
 - Strong relationship building skills.
 - Ability to manage multiple projects, priorities, and deadlines.
 - Ability to work with people of diverse backgrounds.
 - Strong customer/member services skills.
 - Excellent follow-up skills.
 - Good problem-solving skills.
 - Ability to exercise sound judgment and uphold confidentiality.
 - Ability to make timely decisions.
 - Proven ability to work collaboratively with others.
 - Solid organizational and analytical skills.
 - Ability to excel in fast-paced, changing, and challenging environments.
 - Strong computer competency and document management skills with excellent skills in excel and with preferred donor database systems.
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Qualifications:

- A Bachelor's Degree in Business Administration, Nonprofit Management, Communications, Marketing or a related field required. CFRE credential is a plus.
- Five (5) years of progressive experience in planning and implementing a successful philanthropic plan and community relations campaigns advancing growth in a \$500,000 to \$1 million or larger organization with at least three (3) years of administrative/management experience directing a comprehensive resource development and community engagement department with demonstrated success.
- Essential traits include strong oral and written communication, strong interpersonal skills, and excellent organizational ability. Proven problem-solving ability, time management skills and supervisory experience are required. Management experience in an entrepreneurial, collaborative culture where results depend on teamwork.
- Bilingual – knowledge and ability to communicate in the Spanish language both verbally and in writing is helpful.
- Must possess a valid Florida Driver's License with ability to travel and make providers visits to and from work, and to travel to off-site locations.
- Ability to work flexible/hours schedule with some Saturdays or evening hours.
- Professional appearance and presentation.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

Send Cover Letter and Resume to:

msanchez@elcoc.org

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County

Attn: Marah Sanchez,

Human Resources

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