

The Alliance of Southwest Missouri

Job Description



Job title: Director of Community Engagement

Work Location: Office and Travel

Division/Department: Administration

Reports to: Executive Director

Full-time Part-time **Pay Grade: #___ Salary** **FLSA Status:** Exempt Non-Exempt

Position Summary

This position is responsible for cultivating strategic partnerships through community outreach activities. This position develops sponsorship/business arrangements and relationships with businesses, individuals, schools and other organizations interested in supporting and or working with the Alliance of Southwest Missouri general operations and program areas. This position plans organizes and facilitates donor and community events. In addition, this position works closely with the Director of Communications in planning, organizing marketing and public education campaigns. This position interfaces regularly with the leadership of the Board of Directors and reports to the Executive Director.

Essential Duties and Responsibilities

Community Engagement

- Work with the Executive Director to develop and implement a comprehensive and innovative community outreach plan targeting individuals, private, corporate businesses, school and other organizations.
- Work collaboratively and seamlessly with staff to identify new potential foundation, individual, private, corporate, school and other organization partners.
- Determine potential partners relevant to The Alliance of Southwest Missouri through ongoing research and evaluation, and cultivate those prospects that best align with The Alliance of Southwest Missouri's strategic short- and long-term priorities and needs.
- Develop donor and financial partner relationships including securing, nurturing, and retaining partnerships.
- Solicit gifts, and sponsorships from new and continuing partners and respond to community offers of donations and coordinate giving programs and donor acknowledgements.
- Plan and execute community engagement and partnership events and campaigns.
- Submit proposals to engage potential partners on behalf of The Alliance of Southwest Missouri in a timely and consistent manner, this includes developing concepts, gathering and formatting information and preparing clear communications.
- Research and assist in developing plans for expanding The Alliance of Southwest Missouri presence.
- Serve as an ambassador of the mission of The Alliance of Southwest Missouri in the interaction with current and potential partners and the media.
- Maintain current reports submitted to the Executive Board and Board of Directors.

Volunteers

- Organize, coordinate and manage the recruitment of volunteers for the board, various committees, departments and events.
- Work with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers.
- Develop and implements training programs for all volunteers.
- Maintain updated records on all volunteers.
- Set up and attend volunteer meetings. Report to staff on volunteer activities as needed.
- Recommend and develop ongoing volunteer utilization.
- Develop and implement a volunteer retention and recognition program.
- Other duties as may be requested and assigned.

Education and/or Work Experience Requirements:

- Bachelor's Degree in Marketing preferred, equivalent experience may be considered.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external clients and partners.
- Must have documented successful partnership cultivation experience and a keen understanding of fundraising/income development.
- Proven success in meeting and exceeding performance goals.
- Event planning, large and small.
- Excellent computer proficiency (MS Office – Word, Excel and Outlook).

- Excellent organizational abilities to locate, document information and to coordinate meetings, conferences or activities.
- Thorough knowledge of modern office practices and procedures.
- Ability to operate office equipment such as fax machines, copiers, and other office equipment.
- Valid driver's license or proof of valid transportation means required.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Ability to regularly exercise discretion and independent judgement in significant matters.
- Ability to anticipate needs of executive staff.
- Interpersonal skills necessary to courteously and effectively deal with a diverse group of corporate, government and agency visitors and callers, as well as all levels of management and employees.
- Judgement necessary to know when to respond to inquiries or refer questions to others, and to plan and organize daily work activities and adapt to unexpected changes in priorities.
- Reasoning skills to know when to react and respond without direction to help deter potential problems.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen and speak clearly on telephone.
- Paper sorting and filing.
- Sitting for long periods of time.
- Standing and walking for long periods of time.
- Ability to drive short and long distances.

Work Environment

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Travel

- Moderate travel including overnight is required for this position.

Print Employee Name:

Employee signature:

Date: