



A Kid's Place is currently recruiting for a Community Relations Manager. This position is responsible for stewardship and donor engagement strategies to enhance, grow and maximize fundraising effectiveness of A Kid's Place. Their primary areas of responsibilities are crafting social media marketing and communications and executing electronic newsletters to raise awareness and update our community partners of AKP's progress and support AKP's annual giving campaign by identifying, developing and securing community third party fundraisers, individual and workplace gifts.

The Community Relations Manager will report to the Development Director. This is a full-time position, salary, and exempt.

Monday through Friday, but must be available on weekends and flexible when needed. Salary, depending on experience & education, can range from \$45k-\$50k.

Duties/Responsibilities:

Development

- Develop, maintain and steward ongoing relationships with community and corporate partners by way of emails, phone calls and personal visits with donors and prospects, scheduling a minimum of 4 – 7 significant visits monthly for the purpose of field research, cultivation, solicitation, and stewardship.
- Identify prospective partners and develop compelling engagement strategies to solicit and close gifts with an emphasis in workplace giving and third party fundraisers.
- Represent A Kid's Place as a speaker to groups and community events as requested, sharing A Kid's Place vision and mission and how these groups can be involved or make an impact.
- In collaboration with members of the development team, identify develop and cultivate a significant prospects pipeline as part of the organizations evolving fundraising strategy.
- Provide tours of the facility as needed.

Marketing/ Communications

- Create and maintain communications calendar.
- Craft content for social media and execute updates across all channels.
- Create bi-monthly electronic newsletters.
- Responsible for quarterly website updates.
- Assist with content for an annual report, print newsletter, website, AKP Thrift and marketing materials as needed.

Other

- Coordinate children's wishes and volunteer support for Holiday Drives.
- Effectively utilize Virtuous (CRM) to maintain records of contacts with donors and prospects.
- Assist special events manager in preparation and execution of special events where needed.
- Other duties and responsibilities as assigned.

Qualifications:

- High School Diploma or Equivalent required.
- Bachelor's Degree preferred and/or equal or higher amount of working experience.
- Must pass DCF background screening and have a valid driver's license.
- 1-3 years of professional development experience in a nonprofit fundraising setting environment.
- Fundraising and special event coordination experience preferred.
- Proven experience creating content and maintaining social media accounts.
- Proficient with Microsoft Office, Canva, Facebook, Instagram, Twitter, and LinkedIn
- Exceptional communication abilities, presentation skills and customer service.
- Rigorous attention to detail and keen problem solving skills.
- Ability to multi-task and meet simultaneous deadlines.
- Must maintain a high level of confidentiality.
- Effective and creative writing skills.
- Hard working, self-starter.
- Must be flexible with their schedule and be available on nights and weekends when needed.
- Maintain a professional demeanor to all staff and external parties.
- Must be reliable, punctual, flexible and a team player.
- The ability to work and comply with all EEOC rules collaboratively, respectfully and to accepting constructive criticism from management with dignity and respect.

Benefits:

- Health, Dental and Vision Insurance (available first of the month following 30 days of hire)
- FSA and HAS
- 401K
- 20 days of Paid Time Off annually

Please submit your resume to Erin Booker, HR Director at ebooker@akidsplaceta.org

A Kid's Place is an Equal Opportunity Employer and a Drug & Tobacco Free Facility. All personnel are required to undergo mandatory post-employment offer criminal background checks.