**Job Description**

**TITLE:** Community Outreach and Development Associate

**DEPARTMENT:** General and Administration/Executive Offices

**REPORTS TO**: CEO, CFO, and Manager of Community Outreach and Development (MCOD)

**STATUS:** Part-time

**JOB SUMMARY/PURPOSE**

Community Outreach and Development Associate aids the implementation of a strategic approach to fundraising, developed in concert with the Board of Directors under the supervision of the Manager of Community Outreach and Development, which may include major individual, corporate, foundation, and in-kind resources. The associate participates in strategic planning initiatives and problem solving. S/he works within the guidelines, policies and mission of 4CS and is accountable and responsible for specific projects as assigned. The person in this role must thrive in a demanding yet friendly environment—with empathy, poise and the ability to pivot quickly. S/he must be able to manage a high volume of tasks and timelines with attention to detail and an ability to prioritize. S/he will establish and maintain a strong rapport with the 4CS staff. S/he must be able to work autonomously as well as effectively as part of a team. The development operation is in start-up phase, therefore high functioning and support level tasks are embedded in the role, including development operations and structuring a well organized fund development operation. The associate should feel moved and inspired by the work and mission of 4CS of Passaic County.

**PRIMARY DUTIES AND RESPONSIBILITIES**

**Plan Fund Development Activities**.

* Assist MCOD with the following:
* Help with marketing, internal and external communications, and outreach
* Work with all key stakeholders to build fundraising infrastructure and secure private funding through the implementation of a fund development plan to offset items and staffing not covered by state funding
* Research and identify potential donors, develop cases for giving, cultivation plans for donors
* Monitor trends in the community, region, nation and childcare/early education profession and adapt fundraising strategies as necessary

**Organize and Execute Fund Development Activities**

* Assist MCOD with the following:
* Implementation of policies and procedures for development that reflect ethical fundraising priorities
* Planning and execution of special events to maximize recognition and fundraising potential: Week of the Young Child, Toy and Coat Drive, Mother’s Day and Professional Development Day. Use these events to attract, cultivate and steward donors and develop new ones as appropriate
* Identifying, involving and encouraging financial investment from corporate, foundation and individual prospects for the organization’s fundraising priorities
* Assist in the organization of the donor mailing list and database (CRM), which respects the privacy and confidentiality of donor information, as well as manage gift processing and acknowledgement process

**Promote the Organization**

* Under the direction of the MCOD, implement a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization
* Under the direction of the MCOD, coordinate the design and distribution of marketing/communications materials

E**ducation**

* Bachelor’s degree in English, Communications, Marketing (Preferred but not mandatory, students are welcome)
* Certificate in Fundraising Management is a plus but not mandatory

**Language Skills**

* Bilingual (English/Spanish) helpful but not required

**Knowledge, Skills and Abilities**

* Strong verbal, written, and communication skills
* Knowledge of fundraising, social media, and public relations
* Knowledge of federal and state laws affecting charitable donations, special events planning and management
* Ability to interact with senior executives and community leaders

**Experience**

* Political, Non-Profit, Marketing and/or Social Media experience required

**Physical Demands**

* The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to sit; use hands to finger, handle or feel; reach with arms and hands and must regularly lift up to 10 lbs. The employee occasionally is required to stand and walk to do research. Specific vision abilities required on this job include close vision and the ability to adjust focus.

**Work Environment**

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is usually quiet but a fast-paced environment.

**Disclaimer Clause**

* Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skill, or working conditions associated with the position. They are intended to be an accurate reflection of the principal requirements of the position.