

Thea Bowman Center
Job Description
www.theabowmancenter.org

Position Title: Advancement & Community Relations Coordinator

Job Category: Professional, Part-time

Reports to: Executive Director, Ella Thomas ella.thomas@theabowmancenter.org

Overview: At the direction of the Executive Director, candidate will manage strategic fundraising efforts, and collaborate in a community relations and marketing effort to expand awareness of the Center's mission and increase support for programming and services.

- Responsibilities:**
- Advancement and Donor Relations:
- Coordinate a 12-month strategic fundraising plan with goals
 - Oversee advancement and communications office efforts
 - Provide regular reports on results of funding and communications
 - Coordinate special events, including annual fundraisers, live and virtual
 - Communicate regularly with donors, potential donors, churches, organizations and others who provide philanthropic support
 - Recommend partnership opportunities with local organizations
- Community Relations and Marketing:
- Work collaboratively with marketing outreach coordinator and program staff to achieve measurable goals laid out in the community relations plan.
- Board Relations:
- Work closely with board Advancement Committee, providing rationale and direction of community relations and fundraising efforts

Desired Qualifications:

Education and Experience

- Minimum Bachelor's Degree in Communications, Journalism or related field with Master's Degree preferred.
- At least three years of experience in communications, donor relations and direct fundraising in a non-profit organization, or similar experience.

Skills

- Excellent oral and written communication skills.
- Ability to establish and maintain trusting, cooperative relationships with individuals and professionals who engage with Thea Bowman Center.
- Be self-directed and diligent in contacting potential donors, and stewarding existing donors.
- Be skilled in coordinating community relations strategy and implementation, experienced in conducting annual fund campaign, managing donor data, developing fundraising strategic planning.