Job Description

Job Title: Community Development Specialist
Responsible to: Development Director
Responsibilities: Oversee and coordinate duties that advance and support the Helpline Center’s community development activities.

The Community Development Specialist is responsible for the administrative and programmatic support of a variety of fundraising activities and analytical development which involve planning, logistics, implementation, and analyzing and compiling data.

A. Assists in the execution of fundraising projects and activities
   o Assist with fundraising activities and stewardship
     ▪ Support activities to develop and cultivate business and individual giving
     ▪ Aid in fundraising projects/events, partnerships, and grants
   o Develop and implement strategies to connect with donors.
     ▪ Identify and support outreach opportunities with existing and prospective donors
     ▪ Assist with ongoing communication to donors via social media, email updates, thank you letters, and other correspondence

B. Assists in the execution of analytical development and activities
   o Manages development systems and software to advance the Helpline Center’s community development
     ▪ Manage donor tracking and data entry
     ▪ Mine data for donor trends
     ▪ Provide data analysis and develop key reports to lead development efforts
   o Manage community requests for event/conference booths and presentations
     ▪ Register organization and schedule staff to assist with booths
     ▪ Work with leadership on staff to speak and schedule presentations

C. Professionalism
   • Support and carry out the mission of the agency.
   • Follow agency policies, including personnel and programmatic.
   • Participate in the agency, demonstrate team participation and a workplace philosophy that enriches staff’s ability to reach goals and provide a high level of customer service.
   • Develop professional and personal growth through opportunities and involvement.
D. Additional Duties

• At times, staff will be required to perform additional duties beyond those specified.
• Support the Vice President of Community Development in the overall community development of the organization.

Hours: Nonexempt Full Time, 8 a.m. to 5 p.m. Monday - Friday, or as required.

Job Requirements:

- Bachelor’s degree in business or a comparable degree
- Analytical and data reporting skills
- Experience with fundraising processes and management of computer software programs
- Experience with administrative or project management desired
- Passion for community and human services necessary
- Demonstrate skills in written and verbal communication, along with excellent listening skills.
- Excellent initiative, organizational skills, flexibility, and desire to assist people
- Offers of employment are contingent upon acceptable criminal background check

Employee

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Supervisor

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Date: March 2023