



## Job Description

<b>Job Title:</b>	Community Development Specialist
<b>Responsible to:</b>	Vice President of Community Development
<b>Responsibilities:</b>	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

- Assist with fundraising activities and stewardship
  - Support activities to develop and cultivate business and individual giving
  - Aid in fundraising projects, partnerships, and grants
- 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

- 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
- 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

Date

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Supervisor

Date

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Date: March 2023