

Communities In Schools of Charlotte-Mecklenburg, Inc.

Position Title: Development and Community Affairs Coordinator

Date Position Available: Immediate

Reports to: VP, Development and Community Affairs

Location: Children's Family Services Center, 601 E. Fifth St, Charlotte, NC

Full-time/Exempt

**General
Function:**

To promote, develop and cultivate community and financial support for Communities In Schools through various special projects, campaigns and events and other advancement-related activities.

**Principal
Activities:**

Special Events

- Responsible for working with Development team to plan and will be primarily responsible for project-managing, supporting and executing the following special events including coordinating vendors and working with the VP of Development and Director of Community Relations to develop event themes and related collateral, assist with sponsorship solicitations and the ongoing cultivation of key contacts including vendors, compilation and data management of invitation lists and event budgets, and the management of other related data in Raiser's Edge donor software as well as other needed special event-related tactics:

- Fundraisers including ongoing and annual fundraisers such as Dine Out For Kids, Lowcountry on The Green, etc.
- Donor Relations including any donor related activities, particularly those related to the annual campaign.
- Prospect Cultivation including the research and execution of special events or activities solely for the purpose of attracting new individual donors (i.e. an event targeting young professional donors to CIS, small gathering donor receptions).
- Central Office Activities Supporting Students including the *Celebrating Our Graduates* recognition event, the School Tools Campaign, Park Road Books - Holiday Book Tree.

- Responsible for developing and managing special events budgets.
- Works with Development team in securing necessary financial and in-kind resources for special events.
- Coordinates all needed printed materials with Director of Community Relations.
- Works closely with VP of Development and Director of Community Relations so that maximum publicity is received, where appropriate, for special events in order to ensure each is financially successful as well as increases in community awareness for CIS and the students it serves are accomplished.
- Manages and administers donor recognition for special events, as appropriate.
- Participates in networking, agency fairs, and public speaking engagements, as needed or required, and above referenced CIS special events will include some week night and weekend event participation on occasion.
- Helps recruit with CIS Volunteer Coordinator and manages special event volunteers as needed.
- Represents CIS on the Children & Family Services Center Social Committee and serves on the CIS Recognition Committee, which helps to coordinate internal CIS employee-related enrichment activities.

Project Management

- Responsible for developing effective project plans with corresponding timelines and critical milestones for each fundraising event/activity and then executing to completion or delivery; includes coordinating parties-of-interest where appropriate (i.e. vendor contacts, Development team members, other CIS staff such as CIS Program Directors, Site Coordinators, and Director of Community Relations, and CIS Board of Directors, CIS event volunteers, etc.)

- Assist with creative and conceptual event theme development in conjunction with the VP of Development and the Development team in order to grow event participation, public awareness, and overall financial and community support.

Data Management

- Responsible for capturing and recording prospect and existing donor information in Raiser's Edge donor software system as it relates to special events and other fundraising activities so as to help build, support, and quantify successful donor solicitation, stewardship and cultivation strategies as well as assess specific advancement initiatives.

Development

- Serves as part of the Development Team to:
 - Develop, monitor, and achieve fundraising total goals.
 - Project manage and provide assistance in executing activities related to various advancement strategies, as needed, including but not limited to advancing the CIS individual donor base and helping to upgrade existing donors during the annual campaign and with regard to special events or other development project activities.
 - Assist in maintaining up-to-date and accurate corporate and individual donor information in Raiser's Edge donor database and provide accurate reports as needed to VP of Development and Community Affairs.
- Attends and provides minutes of Board of Directors Development Committee meetings.

Working Relationships – This position will work to develop and maintain effective working relationships with the following:

- Communities In Schools Development Team
- Communities In Schools Leadership Team
- Communities In Schools Site Coordinators and other Charlotte-Mecklenburg Schools (CMS) team personnel
- Communities In Schools Board of Directors and Development and Community Affairs Committee
- Corporate event sponsors and key venue and/or vendor contacts in the community.

Support of total CIS mission and its programming

- Assist with special events and activities as/when called upon.

Knowledge Requirements:

- Bachelor's Degree in fields related to Project Management, Sales and/or Fundraising, Resource Development, Marketing, Business, or other related area.
- Minimum of three (3) years of successful special events and/or fundraising experience.
- Must possess strong project-management skills and have specific examples of such in work-related experience, be a self-starter, well organized, detail-oriented, and able to effectively work independently and within a team framework.
- Must be computer literate in using Microsoft Office.
- Requires an awareness of local community and available resources.
- Must have exceptional interpersonal skills and an ability to build and maintain strong relationships while fostering a spirit of collaboration with external partners and among Board members, staff, and volunteers.
- Strong communication skills required, including a high-level skill in written as well as verbal communications.
- Proficiency in Raiser's Edge donor software preferred.
- Reputation and experience in managing well known and respected, well-received community, civic, and/or agency fundraisers a plus.

Special Requirements:

Person(s) well qualified for this role will possess the following skills:

- Sensitivity and ability to appreciate points of view of personnel within the schools, other agencies/organizations, and volunteers, including a keen awareness of their needs and goals and how to build collaborative partnerships based upon fundamental CIS principles.
- Ability to perceive CIS project needs, which relate to resources, and deliver accordingly.
- Ability to acquire and maintain familiarity with all relevant sources of resources.
- Ability to be flexible in a work environment often filled with ambiguous situations and limited resources.
- Ability to manage time, paperwork, and people effectively in a high multi-task environment.

Physical Requirements:

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| ▪ Frequent sitting | ▪ Occasional carrying (25 lbs.) |
| ▪ Speaking | ▪ Occasional pushing (25 lbs.) |
| ▪ Frequent work on computer keyboard | ▪ Occasional pulling (25 lbs.) |
| ▪ Occasional lifting (25 lbs.) | ▪ Occasional kneeling |

Effect on End Results:

The Development and Community Affairs Coordinator works with the Development team to create, coordinate, and execute CIS fundraising activities to secure funds from various sources and to expand and target underutilized funding sources for CIS in the Charlotte/Mecklenburg region by broadening its community profile and strengthening its development efforts. This position will strengthen the funding goal outcomes and increase the amount and percentage of private funding received annually.

The Development and Community Affairs Coordinator shares the responsibility with the VP of Development and the entire development team in meeting the annual Fundraising Goal set by the Board of Directors as well as assists with other fundraising-related strategies and tactics that support and meet the larger organizational goals.

Application Process:

Contact: Gina Salvati, VP Development and Community Affairs

Organization: Communities In Schools of Charlotte-Mecklenburg, Inc.

Address: 601 East Fifth Street, Suite 300, Charlotte, NC 28201

Please fax or e-mail resume, cover letter and references to: Gina Salvati

FAX: 704-335-0697 E-MAIL: gsalvati@cischarlotte.org