

Organization: **Youth & Family Services (YFS)**

Department: **Development**

Position: **Community Engagement Coordinator**

Status: **Full-Time**

Reports to: **Chief Development Officer**

Location: **Rapid City, SD**

**Work Schedule:**

Work Days: Monday through Friday

Hours/Week: 40

Work flexible hours to meet schedules of special events, civic/service group meetings, and donor requests.

Non-smoking work environment. Wage DOEQ. E.O.E.

**Benefits:** YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more!

**Minimum Qualifications:** Bachelor's degree in communications, marketing, business, or related fields. 3-5 years of experience within non-profit fundraising or outreach activities preferred. Outstanding written communication and presentation skills. Detail-orientated with the ability to manage multiple projects at a time. Friendly, enthusiastic, and positive attitude. Computer competency. Ability to maintain confidentiality. Current vehicle liability insurance and a valid driver's license required.

**Essential Functions:**

- Develop and strengthen donor relationships through active donor cultivation, stewardship, solicitation, and engagement.
- Assume primary responsibility for recruiting and securing volunteers for special events/projects, as well as assist in all other aspects of planning, coordination, solicitation of donations, and implementation of YFS Kids Fair, Diamonds and Denim Dinner Theatre, and all other special projects and events, ie. gift wrap, Holiday for Fiddles, etc. Monitor and track expenditures as directed by supervisor.
- Research corporate sponsorship opportunities that may align with YFS' mission and values.
- Create and execute plan to actively communicate and maintain relationships with past and existing special event volunteers that encourages continued involvement. Set up and monitor volunteer participation through Signup.com.
- Provide support during direct mail appeals.
- Collect images and create consistent, meaningful content for social media platforms and YFS newsletters that reflects YFS' communication strategy. Work to ensure program specific posts are made at least weekly.
- Find ways to increase the reach, influence, and engagement of YFS' social media presence on current and new social media platforms. Work with Communications Coordinator to implement approved strategies.
- Assist in researching best practices for social media posts.
- Ensure that those supporting YFS receive timely and appropriate acknowledgements, consistent with YFS Development procedures.
- Maintain accurate records and provide regular reports to supervisor on the status of work assignments and fundraising goals established for special events/projects. Assist in problem-solving and solicitation efforts to accomplish goals.
- Complete applications for small grants as requested by supervisor.
- Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS.
- Perform additional duties as requested by supervisor.

**Additional Functions:** Support teamwork and collaboration within department to ensure overall success of YFS events and projects. Assist in ensuring that donations are utilized in accordance with donor wishes by accurately documenting donor wishes and communicating this information to supervisor. Assist with collection, organization, and/or distribution of donations as requested. Keep supervisor apprised of successes, areas of concern, and accomplishments. Support all activities, programs, and services of YFS.

**Environmental Functions:** Work flexible hours to meet schedules of special events and donor requests. Ability to lift up to 50 lbs.

**How to Apply:** For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

**How to Submit Application:**

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

**Any questions? Call HR Team at 605-342-4195!**