

Community Partnership Coordinator

Position Summary

The Community Partnership Coordinator supports Canal Winchester Human Services by building community relationships, assisting with fundraising and grant efforts, and coordinating basic marketing and communications activities. This role helps increase awareness, resources, and community support for CWHS programs through hands-on coordination and outreach.

Reports To: Operations Manager

Essential Functions

The essential functions listed below represent the primary duties of the role. Reasonable accommodation may be provided to enable qualified individuals to perform these functions.

Community Relationships & Outreach

- Cultivate relationships with local businesses, churches, civic groups, and community partners.
- Represent CWHS at community events, meetings, and outreach activities.
- Serve as a connection point between community partners and CWHS staff for events, donations, and collaborations.

Fundraising & Grant Support

- Identify grant and funding opportunities aligned with CWHS programs, organizational goals, and funding targets.
- Prepare grant applications by gathering information, drafting sections, and organizing required materials.
- Track grant deadlines, submissions, and basic reporting requirements.
- Coordinate and support fundraising activities, sponsorship logistics, and donor engagement efforts in alignment with established plans.
- Prepare and manage donor communications, acknowledgments, and stewardship tasks to ensure timely and accurate follow-up.

Marketing & Communications

- Own the execution and upkeep of marketing and communication deliverables, including social media posts, website updates, newsletters, and event promotion content.
- Capture and share program stories, photos, and highlights to support awareness and fundraising.
- Maintain consistent messaging across communication channels in coordination with leadership.

Administrative Support

- Maintain organized records related to partnerships, grants, events, and outreach activities.
- Assist with scheduling, preparation, and follow-up for events or meetings.
- Perform other related duties as assigned to support community engagement and development efforts.

Qualifications

- High School Diploma or GED required.
- Valid, state-issued Driver's License required.
- Experience in community engagement, fundraising, communications, nonprofit support, or a related field preferred.
- Strong interpersonal, organizational, and communication skills.
- Ability to manage multiple tasks and meet deadlines.
- Proficiency in Microsoft 365 tools.
- Ability to stand, walk, bend, and lift items (up to 40-50 lbs).

- Comfortable working independently within established priorities and guidance.

Work Environment & Schedule

- Primarily office-based with community and event attendance as needed.
- Schedule may include occasional evening or weekend hours for events or outreach.
- This position is eligible for overtime in accordance with applicable law.

FLSA Classification: Non-Exempt (Hourly)

Reports To: Operations Manager

Location: Canal Winchester, Ohio (On-Site)