



Serenity House Communities

SERENITY HOUSE COMMUNITIES

1015 Church St., Flint, MI 48502

(810) 336-1018 | Candice@Lapeerserenityhouse.org

COMMUNITY DEVELOPMENT COORDINATOR

Overview

The Community Development Coordinator assists the Executive Director in growing the presence and impact of Serenity House Communities within our service area. The Community Development Coordinator will leverage SHC's Chamber of Commerce memberships to grow corporate support, and they will steward relationships with private foundations and individual donors. The person in this position should have a high school diploma; a BA/BS is preferred. In addition to demonstrating proficiency in areas like communications /marketing, fundraising, and community engagement, this person has at least 3+ years of experience in fundraising, working with the public or community organizing. They will act as a strong ambassador for the organization in the community among a diverse group of volunteers, donors, & stakeholders.

Position Description

The Community Development Coordinator is responsible for planning and organizing the implementation of community development activities. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Executive Director. This position is a full-time position at 40 hours per week.

Job Responsibilities:

- Organizing SHC driven community outreach events like the Flint Recovery Walk & Rally, and Lapeer/Genesee Trunk or Treats.
- Responsible for attending Chamber of Commerce events and managing relationships through the Chamber.
- Building relationships with local businesses and service groups like Rotary to build philanthropic support.
- Responsible for fundraising and assisting in the development of other resources necessary to support Serenity House Communities' mission.
- Responsible for the enhancement of SHC's image by being active and visible in the community as a person in long-term recovery and by working closely with other professional, civic and private organizations.
- Responsible for scheduling SHC to participate in other organizations' outreach events, including scheduling and training volunteers.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance SHC's Mission.
- Collaborate with ED, program coordinators, and organization staff.
- Support marketing and other communications efforts.
- Other duties as assigned by the Executive Director.



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COMMUNITY DEVELOPMENT COORDINATOR

Qualifications:

- A High School degree or equivalent, Bachelor's Degree preferred
- Three or more years nonprofit experience in community outreach, engagement, and/or fundraising
- Solid, hands-on, budget skills, including budget preparation, analysis, decision-making and reporting is required
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups

Serenity House was established in 2015 as a Recovery Community Organization (RCO). Serenity House's mission is to advocate for people in recovery and provide holistic options for those recovering from substance use disorder, codependency & trauma. Our vision is to create communities free from SUD, codependency & trauma. Our core values are Courage, Perseverance, Authenticity, Accountability, Acceptance & Community.

Other Requirements:

Employees in this title are subject to a background check.

Serenity House Communities is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Job Type: Full-time

Pay: From \$20.00 per hour

Benefits:

- Simple IRA
- Dental & Vision insurance
- Flexible schedule
- Health insurance stipend
- Paid time off

Experience:

- Fundraising: 3 years (Required)

Ability to Commute:

- Flint, MI 48502 (Required)

Work Location: In person

**PLEASE SUBMIT YOUR
COVER LETTER AND RESUME TO
CANDICE@LAPEERSERENITYHOUSE.ORG**