

## **Community & Development Coordinator – Remington**

**Status:** Part-time (10-15 hours/week)

**Reports to:** Executive Director

**Location:** New Chapter Region – Remington, VA

### **Purpose:**

Provide local leadership, visibility, and fundraising for the chapter while serving as the primary community-facing representative of Boxes of Basics.

### **Core Responsibilities**

#### **Community Leadership & Outreach**

- Serve as the primary ambassador for Boxes of Basics in the local community
- Build and maintain relationships with community leaders, businesses, and donors
- Represent the organization at local meetings, events, and convenings
- Coordinate outreach to schools, agencies, and civic groups

#### **Fundraising & Revenue Generation**

- Lead local fundraising efforts (individual donors, corporate sponsors, grants, events)
- Write and submit grant applications
- Drive corporate sponsorship growth through prospecting, relationship building, mission-focused presentations, and ongoing partner stewardship.
- Partner with HQ and Development Coordinator on donor tracking and follow-up

#### **Events (Strategy + Local Coordination)**

- Lead planning for local fundraising and community events
- Support sponsor engagement and donor experience at events

#### **Advisory Board Support**

- Recruit, organize, and support the local Chapter Advisory Board
- Schedule meetings and prepare agendas/materials

- Track follow-ups and action items
- Serve as liaison between advisory board and HQ

### **Administration & Reporting**

- Maintain the chapter calendar
- Track progress toward fundraising goals
- Submit monthly activity and revenue reports to HQ
- Operate within approved chapter budget
- Update CRM and send monthly thank you's
- Work closely with the Operations Coordinator and step in as needed to support or lead volunteer shifts; must be able to lift up to 30 lbs.

### **Qualifications**

Passion for the mission of Boxes of Basics and a commitment to serving children and families in need

Experience in fundraising, grant writing, community outreach, nonprofit development, or relationship management preferred

Demonstrated ability to research, write, and submit grant applications effectively

Strong interpersonal and communication skills, with the ability to build and maintain meaningful relationships with donors, partners, and community leaders

Proven ability to take initiative, work independently, and drive results in a part-time, flexible environment

Experience planning and executing events or community initiatives

Strong organizational skills with the ability to manage multiple priorities and meet deadlines

Comfortable with public speaking, networking, and representing the organization in community settings

Detail-oriented with experience tracking data, managing budgets, and maintaining accurate records

Proficiency with basic technology platforms (e.g., CRM systems, spreadsheets, email marketing tools)

Willingness to collaborate closely with team members while also supporting operational needs, including stepping in to assist with volunteer shifts and hands-on tasks

Ability to lift up to 30 lbs and participate in occasional physical aspects of program delivery