

Community Engagement Coordinator Job Description Cooperative Christian Ministries and Clinic

2024

JOB TITLE: Marketing and Development Manager
DEPARTMENT: Development
REPORTS TO: Executive Director

Since 1997, CCMC, a 501(c)(3) nonprofit organization, has fulfilled its mission to improve life for those who are under-served and under-resourced by focusing on Poverty Disruption Programs, Advocacy, and Charitable Healthcare Services.

GENERAL JOB DESCRIPTION

CCMC's Community Engagement Coordinator is responsible for building and enhancing strategic relationships within the community, creating social media, email, and newspaper campaigns, coordinating the planning, execution, control, and evaluation of fundraising and events, composing and releasing press releases and announcements at the direction of the Executive Director. Is involved in implementation and presentations of community workshops, and assists the Executive Director to promote Community Stabilization programs and events.

MAJOR DUTIES AND RESPONSIBILITIES

Community Relations

- Maintains relationships with collaborative partners and cultivate new ones
- Develop and maintain positive relationships with program recipients, donors, vendors, volunteers, and friends of CCMC
- Attend relevant community meetings and participate as is reasonable
- Assist in the coordination of special events
- Develop and refine community presentations to build and maintain relationships with donors, volunteers, and community members

Media

- Maintains a strong presence on social media
- Works with Executive Director to keep the website current
- Assists Executive director with email newsletters
- Submit regular press releases to local and/or state media outlets

Donor Relations

- Works with Executive Director to analyze, engage with existing and lapsed donors
- Works with Executive Director to plan and implement fundraising campaigns
- Coordinates special events for the purpose of fundraising

QUALIFICATIONS FOR THE JOB

Education: High school diploma or equivalent life experience

Experience:

- General office work
- Special events planning and/or implementation
- Marketing and Fund Raising