



## Community Engagement Coordinator

As part of YWCA's advancement team, the community engagement coordinator manages YWCA's volunteer program, database administration, fosters community engagement, and supports fundraising and advancement team initiatives. The community engagement coordinator reports to the advancement director, working closely with the marketing team to achieve our goal of connecting the broader community with YWCA's mission and programs. This role will collaborate across all departments.

Position: Community Engagement Coordinator

Status: Full-Time, Non-Exempt, 40 hours per week

Salary: \$42,000-\$47,000. Includes a comprehensive employee benefit package.

Reports to: Advancement Director

Work Environment: Work is performed primarily in a hybrid environment, virtual and Glendale office.

Position Purpose: Provide support to the Advancement Director and the work conducted on behalf of YWCA Metropolitan Phoenix. Through the lens of racial and social justice, oversee volunteer program, engage with donors through communication and events, and contribute to the necessary work YWCA conducts in the community.

Position Complexities: This position requires an individual who is especially detail-oriented and has strong organizational skills. It requires an individual who is skilled at engaging the community and working with databases and has a passion for fundraising. The selected candidate should be comfortable with identifying and pursuing creative problem solving, co-creating, as well as can effectively communicate in a concise manner to a variety of stakeholders.

### Supports fundraising and advancement initiatives (40%)

- Supports the planning and implementation of special events, including stewardship and fundraising events.
- Assists in donor stewardship, including individual donors, corporate sponsors, and funders of racial justice work.
- Manages in-kind donation program in coordination with program staff.
- Collaborate with marketing and communications team to implement communications plans related to Advancement and Volunteer efforts.
- Ensure events are effectively promoted through internal and external channels using marketing and outreach, traditional media, social media, and digital communications.
- Use available constituent information to create targeted and segmented mailing lists and work closely with the Strategic Engagement team to ensure smooth registration and ticketing processes and thorough data capture as it relates to event registrants.
- Create content for pre-, on-site, and post- event communications.

### Manages the Volunteer Program (30%)

- Manages YWCA's volunteer program, including recruiting, onboarding, documentation, and placement.
- Works with program staff to match program needs with interested volunteers.
- Strategically develops and maintains volunteer positions in conjunction with organizational needs.
- Serves as relationship manager for institutional partners (corporate, congregations, etc.) with volunteer and in-kind relationships.
- Oversee and provides support to young professional's volunteer group – Rising Leaders in Motion– by creating agendas, taking meeting minutes, and acting as a liaison.

### Database Management (20%)

- Oversees management of confidential, digital records of financial and in-kind donors, their giving histories, and other personal information.
- Records, processes, acknowledges donor information and donations.

- Generate and provide data files for either solicitation or suppression of donors. Produce reports for campaigns.

#### Administrative Tasks (10%)

- Other duties outside of the responsibilities of the position may be assigned, whether for a project, special needs task or other assignment.

#### Minimum Requirements

- Demonstrated commitment to racial and gender equity and to the elimination of racism.
- Two years of experience in community-based and/or nonprofit work OR equivalent education/experience
- High School Diploma or equivalent
- Valid and current driver's license

#### Additional Requirements

- Demonstrated knowledge of individual, institutional and structural racism.
- Ability to learn Network for Good (donor database) and Volgistics (volunteer database)
- Program management and community outreach experience
- Strong, professional communication skills with the ability to express ideas effectively verbally and in writing.
- Collaborative approach to work while able to take ownership of tasks.
- Ability to manage multiple tasks simultaneously while being adaptable to changing work environments, work priorities and organizational needs.
- Highly motivated, self-directed, and proactive.
- Ability to interact with community members, program participants, staff, and donors at all levels with a high level of professionalism, displaying the qualities of the mission and vision of YWCA.

#### Desired Requirements

- Experience in database management, fundraising campaign planning, event coordinating, and working on diversity-related programs or initiatives.
- Demonstrated proficiency in MS Word, Excel, Teams, Outlook, and Zoom.
- Project Management experience
- Marketing and collaborative experience in community outreach.
- Training/Facilitation skills
- Bachelor's degree

YWCA Metropolitan Phoenix is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQ2S+ individuals, seniors, and people with disabilities. YWCA Metropolitan Phoenix will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.