

POSITION DESCRIPTION

COMMUNITY ENGAGEMENT COORDINATOR (FT, Exempt)

LOCATION: Kalamazoo, MI

REPORTS TO: YFC Development Director

SALARY RANGE: \$36,000 - \$40,000 plus benefits

Position Summary

The Community Engagement Coordinator (CEC) is a relationship cultivator. S/he is a champion for Kalamazoo Youth For Christ (YFC) to acquire new giving partners while building awareness of YFC's work through effectively using the processes and practices provided through YFC's national development model. Both relationally gifted and motivated by metrics, the CEC is energized by proactive conversations that culminate into seeing a potential giving partner introduced to YFC's work, invited to give, and by seeing enhanced missional commitment towards stated benchmarks and goals. Additionally, s/he is motivated by seeing partners become more generous in their ongoing giving, and by seeing lapsed partners re-engage with our mission. S/he is involved in the entire process of bringing in new prospects and cultivating relationships that connect them to opportunities for involvement and financial giving and ultimately life-long partners of Youth For Christ.

Essential Functions

Relationship Development (Find > Win > Keep > Lift):

- Builds relationships through faithful, personalized touchpoints with current and potential giving partners interested in funding YFC's mission/national service center operations, going beyond mass communications.
- Graciously and respectfully invites prospects toward financial partnership, and encourages YFC staff to do the same
- Effectively follows-up with attendees of all events, and respondents of all communication, entering information into database, cultivating relationships with new partners, guiding them to involvement with operating funding.
- Pro-actively reaches out to potential giving partners in an effort to inspire participation with YFC's mission
- Promotes relational care of all partners by reporting missional progress, and by expressing gratitude through thank you notes, personal calls, and gifts as appropriate.

Event Support (Physical and Virtual):

- Organizes and executes 1 See The Story event monthly, 1 Be The Story event annually and Appreciation events (virtual or physical)
- Organizes 2 golf events and a Ministry Leaders Conference annually
- Organizes and hosts regular "no-ask" donor acquisition tours according to targeted goals
- Organizes and hosts "financial ask" events and strategies according to targeted goals
- Organizes and hosts appreciation events and strategies according to targeted goals
- Organizes fundraising events according to targeted goals
- Adheres to the STS/BTS Playbook for standards and best practices
- In partnership with the Development Director and Ministry Staff, executes acquisition-oriented events on social media channels.

- Manages invites and RSVP's to all events.
- Follows YFC Marketing Plan for promoting each event.
- Effectively follows up with attendees of all events, entering information into Salesforce, cultivating relationships with new partners, leading them to involvement
- Participates in tracking and reporting of data from events, mailing campaigns, etc.
- Assembles, empowers, and works with a team of volunteers to execute events.

Donor Communication:

- Utilizes tools and platforms provided by YFC's External Marketing department to prepare and send ministry updates to giving partner base in the form of monthly letters, emails, etc.
- Collects ministry update content from staff, volunteers and kids (i.e. quotes, stories, images, footage) on an ongoing basis to customize monthly or quarterly communications.
- Social Media posts on Facebook and Instagram once per week
- Implements lapsed donor communication strategies and personally follow-up, as advised and equipped by the Development Director.
- Implements special communication projects, as assigned

Volunteer Coordinator:

- Works with interested adults to see them through the YFC Onboarding Process and serves to encourage them in their volunteer role with kids.
- Coordinates with the Ministry Director to assign volunteers their ministry roles, volunteer training and conference(s) attendance
- Communicates with volunteers in order to encourage them in their ministry
- Trains ministry site leaders in the area of empowering volunteers
- Supports ministry site staff in empowering volunteers.

Spiritual Responsibilities:

- Seek God's guidance and wisdom, through prayer and meditation, for the organization as a whole as well as for specific ministry initiatives.
- Participate and lead regular times of prayer, devotion and worship as a regular aspect of your role within YFC.
- Teach and preach from the Holy Bible at YFC staff meetings, conferences, camps and events.
- Model empathy, humility and care for all people. This includes promoting equity and inclusion in word and in the practice of faith expression.

YFC employees have an opportunity to be commissioned or licensed as a minister of the Gospel through the established Youth for Christ process, and/or ordained by an outside body recognized by Youth for Christ USA.

Fundraising Responsibilities:

- All YFC employees are expected to regularly and actively participate in faithful activities that advance the stewardship functions of YFC/USA.

Knowledge & Skillset:

- MUST enjoy building relationships—and talking on the telephone!
- Be comfortable in a public facing role
- Be skilled in giving partner recruitment and relationship cultivation
- Have the ability to inspire, assemble, and mobilize staff and volunteers
- Possess the maturity and ability to interact with all types of people
- Enjoy developing relationships with people over time
- Be detail-oriented and committed to tracking every conversation in your database

- Value and appreciate the power of stories
- Strong verbal and written communication skills
- Able to follow a prescribed model while working creatively within its parameters
- Excited about learning new things
- Ability to organize and plan events
- Ability to assemble and empower teams
- Enjoy networking in your city
- Work independently and accomplish required tasks
- Must be proficient in MS Office and database experience, Salesforce experience preferred.

Must be willing to demonstrate and/or possesses the following:

- Ability to humbly serve and honor others even in difficult situations with prayer, consistency, transparency, and resilience. (Enduring Humility).
- Demonstrates proper reliance on God, others, and self through generous giving of time and skills, by collaboratively incorporating others' ideas, welcoming candid input, recognizing others' need for grace and extending forgiveness and empathy. (Relentless Trust).
- Prioritizes others' needs for a missional outcome, characterized by joy, with active listening and problem-solving skills, while encouraging and empowering fellow believers. (Joyful Camaraderie). Trusts God with new approaches and changes, and communicates needs and limits with emotional intelligence*, while seeking confidence and wisdom in Christ. (Courageous Faithfulness)
- Seeks and fosters authentic Christ-Centered relationships with people of various backgrounds and an inviting environment and empowers historically marginalized groups and indigenous populations (within the local context), through active listening, inclusion, advocacy of those who are vulnerable and respect of others' experiences. (Kingdom Inspired Diversity).

Credentials Required & Preferred Education:

- Bachelor's degree preferred
- A passion and drive for fundraising, sales, customer service, or customer experience is a must
- Event planning and management experience. Must be open to meeting new people and provide a positive interaction for them
- Must feel a calling to work with youth
- Must have a good record in working with children and youth; cannot be on the CPS Registry or the Sex Offender Registry

TRAINING PROVIDED: This role requires training in the See The Story/Be The Story /YFC Champions Playbook pending Best Practice. This on-demand virtual training is provided by the Leader Formation Department and will include resources to help fulfill the responsibilities of this role.

YFC is an faith-based organization and all employees must agree with and sign a statement of faith as a prerequisite of employment. YFC is committed to diversity and all BIPOC individuals are encouraged to apply.

To apply, please follow this link: <https://yfc.net/job/community-engagement-coordinator-4/>