



Job Description: Community Engagement Coordinator

Reports to: Development Director Western ND

Location: NDCF Office in Dickinson, ND

Hours: Up to 30 hours a week

Background:

The North Dakota Community Foundation (NDCF) is a statewide, charitable, nonprofit organization that was established in 1976 to create an easy way for North Dakotans to help their neighbors and friends, now and in the future, through charitable giving and promoting philanthropy here at home. The organization currently administers over \$113 million in over 850 charitable funds, including 69 different community foundations and numerous organizational, scholarship, and donor-advised funds in the state. Its mission is to improve the quality of life for North Dakota's citizens through charitable giving and promoting philanthropy. Learn more at www.NDCF.net.

Job Summary:

To support our growing number of communities and organizations that use our services, we are looking for a Community Engagement Coordinator to support and empower our community-based volunteers, and philanthropists to provide a high level of support and service around all areas of non-profit and charitable work. Through an organized approach, regular follow-up, and understanding of the various communities, the coordinator will help define and execute a defined strategy customized for each for each community. Do you have experience with marketing and communications? Have a deep appreciation for rural communities? Excited to build and manage relationships with community partners? Do you have excellent organizational and writing skills and enjoy supporting community? With these skills or willingness to learn them, you might thrive working with us engaging our communities.

ESSENTIAL JOB DUTIES

Administration, Support, Outreach and Engagement:

- Cultivate and promote positive relationships with members and partners.
- Reach out to agencies, organizations, partners and stakeholders to conduct presentations, both in-person and utilizing existing online platforms.
- Manage and coordinate invitations and scheduling.
- Engage in outreach and communication with NDCF Fund holders.
- Ensure timely communication of information and materials.
- Maintain positive working relationships with members, community partners and stakeholders.
- Coordinate events with members and community partners as needed.
- Conduct various surveys to engage members and potential members on the work of NDCF.
- Maintain confidential records and information.
- Increase visibility and understanding of the system-wide services offered by NDCF.

Presentations and community messaging:

- Identify agencies and groups in the community who could benefit from understanding the work of NDCF and set up in-person and/or online presentations and overviews.
- Facilitate the updating of marketing and messaging materials of both written and data elements to include pamphlets, brochures, and presentations, newsletters and social media posts.
- Work with Bismarck based Director of Communications to update information on the NDCF website related to community foundations in western North Dakota.
- Facilitate annual community reporting mailings and regular social media posts.
- Create and provide resources for NDCF fund holders and community at-large via newsletter, social media and website.

Reporting:

- Assist with the preparation of various report summaries of activities and statistical information.
- Establish and record the chart of work.
- Prepare a monthly staff report to be provided to Development Director

QUALIFICATIONS

- Associates, BA or BS degree from an accredited institution
- Knowledge of Microsoft office products and ability to navigate various computer systems a must.
- Knowledge of Databases a plus
- Knowledge of community resources, social service providers and trends in the field.
- Excellent communication skills for a variety of audiences, both written and verbal, with the ability to create written marketing materials for a variety of communication platforms.
- Ability to effectively manage multiple priorities while maintaining attention to detail.
- Ability to attend functions/activities outside normal business hours.
- High level of professionalism and discretion is required.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time. This job description shall be reviewed on an annual basis. Qualified candidates called for an interview will be required to submit a written sample of their work.

TO APPLY:

Submit resume and cover letter to: john@ndcf.net or mail to:

NDCF Western Development Director
PO Box 1505
Dickinson, ND 58601

Submissions without a cover letter will not be considered. This position is available to begin immediately and will be filled as soon as a qualified candidate is identified and accepts the position. Applicants must be able to pass a drug test and criminal background check.