



SARAH Foundation, Inc. Position Description

POSITION TITLE: Community Relations Coordinator

REPORTS TO: Executive Director

POSITION STATUS: Exempt – Regular Full-Time

Founded in Guilford, Connecticut in 1957, SARAH is a family of agencies that provides programs and services for people with intellectual and other disabilities living in Connecticut. SARAH offers residential housing and support, day programs, recreational activities and respite care for hundreds of local families to help make independence possible for their loved ones. The SARAH Foundation serves as the fundraising arm of SARAH and its purpose is to generate the critical resources needed to allow the SARAH service agencies to continue providing quality programs and services to the community.

POSITION SUMMARY:

The Community Relations Coordinator will provide overall support in awareness building, fundraising and outreach efforts for SARAH Foundation with a focus on coordinating annual events, and external community relationships. Lead logistics coordinator for the SARAH Gala, SARAH Golf Classic and other events as well as key liaison for external events supporting SARAH's mission. This position reports to the Executive Director and is based out of the SARAH Foundation office in Guilford, CT.

RESPONSIBILITIES:

Representing the SARAH Foundation, the individual will:

- 1) Plan, coordinate and manage logistics for key fundraising events and activities or special projects for SARAH. Develop detailed plans, timelines and provide ongoing coordination of the logistical details. Develop, ensure, and implement strategies for cost effective events and future growth of events.
- 2) Prepare needed materials, supporting documents and budgets for SARAH Foundation activities. Identify, secure and create contracts with vendors and facilities.
- 3) Solicit event sponsorships and in-kind donations to support annual events.
- 4) Create, track, and manage budgets, and expenses for assigned activities.
- 5) Lead and assist with event committees. Identify and secure co-chairs and committee members. Work closely with new and returning committee members for the SARAH Gala and SARAH Golf Classic. Schedule and oversee committee meetings and activities assigned to the committee members.
- 6) Coordinate SARAH volunteers. Recruit, schedule, and direct volunteers for SARAH events and activities. Coordinate with SARAH agencies and other community partners to identify volunteers.
- 7) Assist with overall SARAH Foundation fundraising plans and strategies. Includes serving as lead contact for community groups such as school/youth and civic organizations. Lead and assist with awareness building activities by representing SARAH at community activities and local events.
- 8) Assist with managing public relations, e-communication and social media presence. Work with Executive Director to maintain and manage social media, email, advertising, and public relations calendar in conjunction with annual campaigns, events, and activities.

- 9) Coordinate timely and accurate gift processing and donor acknowledgements for all contributions using Raiser's Edge NXT database.
- 10) Develop, manage, and maintain contact lists for networks and civic groups in office database. Utilize donor database to track and document donor relations activities.
- 11) Conceptualize, create, and/or assist in the development and production of high-quality materials including invitations, flyers, videos, digital content, and presentations.
- 12) Work with Executive Director and other SARAH staff and board members to elevate SARAH's profile and increase community understanding of the agency's missions throughout the region.
- 13) Perform additional duties as assigned.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Keen knowledge of development, community relations and nonprofit practices and procedures.
- Proven record of success in fund development and awareness building.
- Excellent interpersonal, organizational, and written and oral communication skills.
- Must be mature, creative, highly motivated, able to work independently and as a member of a team.
- Possess the ability to multitask and work well under pressure.
- Proficiency with Microsoft Word, Excel, Outlook, PowerPoint, Constant Contact and current social media platforms (Instagram, Facebook).
- Genuine interest in helping to advance SARAH's mission in the community.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in marketing, communications or related field.
- Experience in event management and nonprofit fundraising preferred.
- Experience with Raiser's Edge or similar donor database management software preferred.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Most working hours will be spent in a typical office environment. Must be able to operate computer for most of the workday with appropriate rest periods.
- Availability to work evenings and weekends as required by Foundation activities.
- Valid Connecticut driver's license and reliable means of transportation.
- Ability to lift and carry up to thirty pounds is helpful but not essential.

To apply, send your resume and cover letter to Ken Alberti at ken@sarahfoundation.org with "Community Relations Coordinator" in the subject line. No phone calls please.

The SARAH Foundation is an Equal Opportunity Employer, does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, nationality or sex.