



## POSITION ANNOUNCEMENT COMMUNITY ENGAGEMENT MANAGER

Kent Youth and Family Services is looking for our lead storyteller and community ambassador! The ideal candidate loves building relationships, and excels at verbal, written, visual, and digital storytelling. This position will be responsible for community engagement, fundraising, events, and ensures brand identity continuity in the community and across departments. Our Community Engagement Manager should have experience in social media, event planning, and fundraising.

### **DUTIES AND RESPONSIBILITIES:**

- Act as lead storyteller for the agency, responsible for:
  - Organizing and producing fundraising and promotional materials that demonstrate impact and cultivate participation, donors, and supporters, including but not limited to social media, website, digital newsletters, brochures, flyers, annual report, press releases, and public service announcements.
  - Acting as an ambassador for KYFS in the community by attending and/or participating in service clubs, community partnership activities, community forums, open houses, and speaking engagements.
- With the support of agency leadership, implement and monitor all private fundraising activities, including but not limited to:
  - Planning and execution of KYFS Annual Event, including securing of sponsors, auction donors, and attendees
  - Individual giving, including cultivation, engagement, solicitation, and stewardship of donors, as well as digital fundraising campaigns.
  - Corporate, government, and foundation grants including research, writing and preparation of grant proposals, and maintaining records and personal contacts.
- In partnership with agency leadership, plan and execute a comprehensive annual fundraising plan to support agency goals.
- Ensure maintenance of all development files and records regarding prospective contributors on all levels and assure that all other necessary records are available as needed for smooth development, reporting and auditing operations
- Successfully engage and collaborate with community groups, organizations, and local businesses to promote Kent Youth and Family Services' programs and services and advance fundraising efforts and agency goals.
- Other activities as assigned for the purpose of expanding financial, in-kind and general community support for Kent Youth and Family Services' programs and services.

### **QUALIFICATIONS:**

- Experience in successfully managing and growing social media presence on platforms such as Facebook, Twitter, Instagram, etc.
- Experience in fund development and community relations.
- Proven experience coordinating and securing funds through utilization of multiple fundraising strategies.
- Desired knowledge of Adobe Photoshop and WordPress
- Proficient in Microsoft Office programs and products and be able to keyboard/type at least 30 WPM.
- Respect for and commitment to diversity, social justice, and equity.
- Commitment to developing personal, professional, and agency cultural competence.
- Related experience with non-profit environments and/or volunteer experience.
- Committed to serving the needs of youth and families and in working with a broad array of community groups in support of Kent Youth and Family Services' mission and program goals.

- Excellent communication skills: written and verbal, including public speaking.
- Strong organizational and time management skills with the ability to multi-task to meet deadlines.

**MINIMUM REQUIREMENTS:**

- Ability to work a flexible schedule, including evenings and weekends.
- Satisfactory completion of any required finger printing, Washington State Patrol Background check and/or other criminal background checks required.
- Valid Washington driver's license, acceptable driving record, personal automobile for use of job related transportation, adequate and current auto insurance meeting minimum Washington vehicle insurance requirements.

**WORKING CONDITIONS:**

- Travel via car to various meetings and events.
- Work with large groups and withstand increased noise levels and events.
- Physical agility to participate and supervise events.
- The ability to sit and to use a computer for significant periods of time.
- Ability to hear at normal speaking levels both in person and over the telephone.
- Requires manual dexterity to operate a variety of office equipment, including but not limited to: phones, computers, fax, copier, printer, and computers.
- Generally good working conditions with limited or no exposure to extremes in noises, temperature, and weather conditions.
- Ability to lift or move up to 50 pounds on occasion or with assistance.

**COMPENSATION & BENEFIT:** \$21.00 – 24.00 per hour/DOE. Excellent benefits for FT staff (30+ hrs): 403b retirement includes agency contribution at 5%, after one year of employment; paid medical, dental, vision, life, & long-term disability for employee.

**OPENS:** June 23, 2022                      **CLOSES:** July 5, 2022 or when filled.

**TO APPLY:** Qualified applicants can apply on Indeed.com, or download an application at [kyfs.org/careers](http://kyfs.org/careers) and submit cover letter, resume, and completed application to: Lily Stellmon, Director of Operations at [lilys@kyfs.org](mailto:lilys@kyfs.org).

KYFS is an Equal Opportunity Minority/Female/Individuals with Disabilities/Protected Veteran and Affirmative Action Employer. We hire qualified candidates without regard to age, race, religion, color, sex, sexual orientation, gender.