



## **LIVE VIOLENCE FREE JOB DESCRIPTION**

**Position: Community Relations and Outreach Coordinator. Full time.**

### **Primary Responsibilities:**

This position is responsible for working with the Executive Director, Board of Directors, LVF staff and volunteers to support community education and outreach, and to plan and execute all aspects of fund development, through fundraising, marketing, communication and public relations. Work with the Volunteer and Outreach Coordinator, LVF staff and volunteers to support the agency's outreach and community education initiatives. Provide leadership on all fundraising initiatives including special events, major gifts, online giving, planned giving, sponsorships, and donor cultivation. Support the work of the Grant Writer to research, provide information for, and complete foundation grants. Identify new opportunities to obtain ongoing and increased support from corporations, public and private organizations, faith communities, governmental entities, educational institutions, faith based organization, civic groups and individuals. Be informed and able to speak to all LVF programs to achieve agency mission and goals.

### **Duties and Tasks include:**

- Fundraising: Including but not limited to event planning, planned giving, online fundraising, direct solicitation, annual giving campaigns, legacy planning and public awareness campaigns.
- Outreach and Networking: Attend and provide leadership to community service organization meetings and gatherings, such as Lake Tahoe Collaborative as a representative of Live Violence Free and ensure pertinent information from those meetings is communicated with other staff to support a continuous learning organization.
- Run Membership Drives.
- Run online Fundraising platform.
- Familiar with peer to peer fundraising and crowd funding.
- Subject matter expert on donor database development and maintenance including Flip-Cause
- Keep detailed notes on donors and volunteers preferences and involvement with LVF and the community.
- Write "Thank you" letters to donors.
- Work collaboratively with Grant Writer to identify and write Foundation grants.
- Develop and distribute Annual Report.
- Work collaboratively with the Volunteer Coordinator to ensure continuous, meaningful engagement with fund development volunteers.
- Assist Executive Director, as needed.
- Oversee volunteer committees for fund development and outreach activities.
- Other duties as assigned.

### **Qualifications:**

- B.A. /B.S. preferred with an emphasis or concentration in business, marketing, public relations or related field.
- Three - five years professional development.

- 2-3 years fund development experience or combination of education and relevant experience.
- Advanced PC skills (Donor database experience desirable).
- Demonstrated ability to provide agency and program-informed public speaking.
- Desire to work as part of a team, and willingness to promote the vision and mission of Live Violence Free.
- Must have or complete the California state certified training for domestic violence sexual assault and child abuse.
- Proven project manager with the ability to multitask and manage a variety of complex projects on time.
- Ability to work with minimal supervision – self-motivated & confident. Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Confident public speaker and demonstrated ability to express ideas verbally and in writing to a variety of different constituencies.
- Minimum one year experience working with survivors of sexual assault/domestic violence/ child abuse or willingness to learn.
- Occasionally this position requires moving and lifting objects up to 50 pounds.
- Valid driver's license, current auto insurance and registration, and dependable vehicle are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.