



COMMUNITY DEVELOPMENT COORDINATOR

SUMMARY:

The Edmond Public Schools Foundation (EPSF) is looking for a dedicated, experienced, take-charge professional to execute successful events and build public awareness of the organization. Reporting to and working closely with the Executive Director, the Development Coordinator is an events-heavy position with significant opportunities to assume responsibilities across a wide range of fundraising, relationship building, marketing, communications, and management activities. The Development Coordinator will bring a growth mindset in fostering our culture of collaboration and expressing the core values created by our board of directors.

The Community Development Coordinator is responsible for organizing and executing fundraising and outreach efforts, including developing fundraising plans, participating in solving logistical issues, collaborating with multiple stakeholders, creating and implementing special event action plans, supervising event committees to meet event goals, and assisting with all fundraising activities within the organization.

KEY RESPONSIBILITIES:

Events | *Responsible for all aspects of events including recruiting and supervising event committees; securing sponsorships; overseeing logistics; creating printed and electronic content; and creating a plan to reach event goals. Events include:*

- Hall of Fame
- Golf Tournament
- ONE Edmond Community Campaign
- Celebration of Excellence
- Other events

Fundraising | *Work collaboratively with the Executive Director to achieve fundraising goals.*

- Manage the donor database, including creating event pages and campaigns, creating and maintaining automated electronic content, and creating reports for staff and board meetings
- Maintain donor relationships
- Identify and secure new donors and sponsors
- Assist the Executive Director with Corporate Partners
- Assist the Executive Director with the annual fundraising plan
- Assist the Executive Director with other fundraising activities

Community Relations | *Lead communications efforts to move EPSF forward to meet its strategic goals*

- Create a communications plan that coordinates with special events and programs
- Manage all social media platforms, newsletters, website and other external communications
- Create content for social media including Facebook, Instagram, Twitter, LinkedIn and YouTube
- Create videos required for events that can also be shared on social media
- Assist the Executive Director with media releases and press communications

Management | *Management of volunteers including*

- Interns
- Event committees

Other duties as assigned by the Executive Director

DESIRED QUALIFICATIONS:

- Excellent verbal, writing and editing skills
- Ability to manage multiple projects simultaneously
- Proven skill and proficiency in the development and implementation of special events
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Demonstrated experience identifying, recruiting, and managing volunteers
- Social media and website management experience
- Database management experience, preferably CRM experience
- High level of computer literacy with proficiency in the latest versions of the Google platform
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion
- Forward thinker, who actively seeks opportunities and proposes solutions
- Experience with Canva
- Experience with video creation and editing preferred
- Association of Fundraising Professionals member
- Commitment to the nonprofit profession
- Commitment to public education

POSITION REQUIREMENTS:

- Bachelor's degree preferred
- Fundraising and event planning work experience required
- Minimum of two years of fundraising experience as a professional in a nonprofit organization required

DESIRED ATTRIBUTES:

- Flexible
- Goal oriented
- Self starter
- Coachable
- Succinct communicator

Employment Status: This is a full time, exempt position

Compensation: Commensurate with experience

Timeline: Position will remain open until filled. A mutually agreed upon start date will be determined at the time of hire.

Limitations and Disclaimer: The above job description describes the general nature and level of work to be performed; it is not meant to be an exhaustive list of all responsibilities, duties, and skills required for the position.

Equal Opportunity Employer: EPSF does not discriminate on the basis of race, color, national origin, sex, disability, or age. All qualified applicants are encouraged to apply.

Confidential Application Process: Please complete the online application process [here](#). Please no phone inquiries; we will contact you should we want to move forward with a phone screening and/or interview.