



Job Title: Outreach and Fund Development Coordinator
Reports to: Executive Director
Position Type: Full-Time, Exempt

Who We Are

Family Promise of Waukesha County is dedicated to serving families with minor children who are experiencing or at risk of experiencing homelessness. We believe in treating every individual with dignity, recognizing their ability to identify their own solutions, and helping them secure permanent housing with proper community support. Our team is passionate, committed, and driven by high expectations for the families we serve, our volunteers, and each other.

Position Summary

The Outreach and Fund Development Coordinator is responsible for cultivating external relationships and resources to advance the organization's mission. This includes developing partnerships with businesses, civic groups, congregations, and foundations to increase volunteer engagement and secure funding. Additionally, the role involves grant writing, event planning, and collaborating with the Executive Director to develop and execute fund development and communications plans.

Qualifications and Competencies

Education and Experience:

- Bachelor's degree in nonprofit management, communications, or experience in fund development, volunteer management, communications, marketing, grant writing, or event planning.
- Experience working with families experiencing homelessness is a plus.

Core Competencies:

- Exceptional interpersonal skills to build and nurture partnerships.
- Strong leadership, organizational skills, and attention to detail.
- Ability to deliver persuasive presentations to diverse audiences.

- Excellent writing skills, particularly for grant writing and communications.
- Experience planning and executing events.
- Resilience, persistence, and a "not yet" attitude when faced with challenges.
- Commitment to diversity, equity, inclusion, and accessibility.
- Ability to set and maintain boundaries while upholding confidentiality.
- Flexibility, adaptability, and the ability to remain calm under pressure.
- Bilingual proficiency in Spanish is preferred but not required.

Essential Responsibilities

Fund Development

- Collaborate with the Executive Director and Fund Development Committee to create and implement a comprehensive fund development plan.
- Process donations, generate acknowledgments, and coordinate donor thank-you calls or notes.
- Manage the donor database and ensure accurate records.
- Research grant opportunities, maintain a submission calendar, write grant proposals, and complete grant reporting.
- Develop and execute Giving Day and End-of-Year giving campaigns.
- Serve on the Development Committee and Golf Outing Committee, supporting the management and execution of events.

Volunteer and Partnership Engagement

- Develop strategies to recruit and nurture community partnerships.
- Recruit and manage volunteers to support organizational programs and events.
- Secure partners to support shelter and prevention programs with volunteers, food, and supplies.

Communications and Marketing

- Work with the Executive Director to create and implement a communication plan.
- Develop social media content and manage platforms (Facebook, Instagram, LinkedIn).

- Secure speaking engagements for the Executive Director and Outreach Coordinator.
- Coordinate opportunities for tabling and public display at community events.
- Design and update brochures and promotional materials as needed.
- Manage and update the organization's website.
- Supervise and guide the Communications Intern.
- Collaborate with the Business Manager to maintain statistical data and ensure accuracy in reporting.

Work Environment and Physical Demands

- Office-based role within a day center shelter, requiring regular interaction with guests, volunteers, and visitors.
- Regular use of computers, phones, photocopiers, and filing systems.
- Requires local travel during the business day and occasional evening/weekend hours.
- Must have a valid driver's license and reliable transportation.
- Ability to lift and move objects up to 25 lbs.

Position Details

- General work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., with some evening and weekend hours required.
- Local travel is regularly required for meetings and events; occasional out-of-area or overnight travel may occur.
- Must have a valid driver's license and reliable transportation.

Benefits

- Competitive salary based on experience.
- Health Reimbursement Account for premiums or deductibles.
- Simple IRA with up to 3% employer match.
- Paid time off.
- Opportunity to work with a collaborative and passionate team in a growing agency focused on serving families in need.

Note: This job description outlines the primary duties and responsibilities of the role but is not exhaustive. Tasks, responsibilities, and duties may evolve to meet organizational needs.