

The Montgomery Area Family Violence Program, Inc.
dba Family Sunshine Center

Position Title: Public Affairs Coordinator

Reports To: Executive Director

Status: Full-Time, Exempt

Work Site: FSC Administrative Office

Summary: The Public Affairs Coordinator will effectively assist in managing the relationship of the Family Sunshine Center with the public to educate and bring awareness of victimization, to facilitate resource development and special events coordination including logistical coordination, donor and sponsor relations, marketing and reporting.

Responsibilities

Public Affairs:

1. Work with the Executive Director, Deputy Director, and Communications Specialist to create and facilitate an inclusive annual Outreach/Public Affairs plan of action to actively promote FSC supportive services and campaigns prior to the beginning of each fiscal year and monitor progress ensuring goals and objectives are met;
2. Work with Outreach/Prevention staff, Community Relations Coordinator, Communications Specialist, and other state and local agencies to develop, promote and facilitate community outreach and awareness in all counties served;
3. Collaborate with Outreach/Prevention staff and the Community Relations Coordinator to coordinate and conduct speaking opportunities among civic groups, churches, schools and other outlets in the service area to build awareness for FSC's mission and services;
4. Assist Executive Director in coordinating, facilitating, proofing and managing all public affairs resources to include: press conferences, television appearances, print material, press releases, social media, and other resources;
5. Lead the Annual Report production to include gathering data, producing accurate reports of donors, volunteers, etc., content development, and timely release to donors, prospects, partners, staff and board members;

6. Maintain the highest level of professional standards when presenting, guiding meetings, corresponding, and developing printed and web-based material;

Development:

7. Assist the Executive Director in cultivating relationships with current and potential donors;
8. Demonstrate a strong working knowledge of the FSC donor database and manage the database as appropriate and assigned;
9. Perform procedures as outlined in the Fiscal Management Procedures Manual related to contributions with a high degree of accuracy;
10. Assist the Executive and/or Deputy Director with researching, composing, and submitting proposals, grants, reports, and correspondence to governmental agencies, and corporate and private foundations in compliance with written guidelines and verbal guidance;
11. Coordinate and facilitate agency special event planning, execution, and documentation to include but not limited to facility procurement, menu planning, sponsor and donor outreach and marketing coordination; work with Communication Specialist to develop printed and web-based materials;
12. Research and recommend new events to achieve fundraising goals, to raise awareness to the agency mission and to help the agency maintain relevance in the communities served;
13. Maintain and submit event fundraising reports to the Executive Director per set standards;
14. Maintain an organized and current filing system for event files;
15. Perform other duties and tasks as assigned

Qualifications

Bachelor's Degree or equivalent experience in Marketing, Communications, Public Administration, or a related field with three years' related experience

Knowledge Skills and Abilities

- Ability to work nights and weekends when necessary
- Knowledge of fundraising and event planning for non-profits preferred
- Proficient written and oral communication with the demonstrated ability to write for a specialized audience
- Ability and experience working with a variety of groups (i.e., donors, agencies, community stakeholders, media, non-profit groups) and diverse populations
- Ability to focus and prioritize multiple projects simultaneously and meet deadlines with a high degree of proficiency

- Strong computer skills in current Microsoft applications to include Outlook, Word, Excel, and Powerpoint;
- Demonstrate excellent organizational and project management skills including the ability to plan, prioritize and complete multiple projects with excellence and attention to detail
- Ability to gather business intelligence on prospective donors within service area

Travel Requirements

- Travel as needed and required by funding sources for training, meetings with other partners, or events; reliable transportation, valid driver's license and liability insurance coverage is required.

I have received, reviewed and fully understand the job description for Public Affairs Coordinator. I further understand that I am responsible for the satisfactory execution of the responsibilities described therein, under any and all conditions as described.

Employee Name

Date

Employee Signature