



PH 970.207.9435  
FX 970.207.9454

6203 S. Lemay Ave.  
Fort Collins, CO 80525

[www.respitecareinc.org](http://www.respitecareinc.org)

## Job Description: Community Engagement Officer

Position Title: Community Engagement Officer

Reports To: Development Director

Hours: Full Time (40 hours/week, including occasional weekend and evening hours)

Travel: 1-3 times per year

Date Reviewed: June 2018

### POSITION SUMMARY

Mission: Respite Care is a nonprofit organization in Larimer County that provides short term, quality care for children with developmental disabilities, giving respite to their families, and enhancing the quality of life for the entire family.

The purpose of this position is to raise awareness and funding for Respite Care. This role plans and executes two major fundraising events annually, the Respite Care Holiday Ball and the Respite Care Perennial Luncheon. The Community Engagement Officer also facilitates community outreach through an ambassador tour program, third party fundraisers, and donor appreciation events.

### ESSENTIAL FUNCTION/RESPONSIBILITIES

- Plan the Respite Care Holiday Ball and Perennial Luncheon
  - Provide direction and delegation for Holiday Ball committee
  - Manage sponsorship prospects, proposals, applications, deliverables, reporting, recognition, and acknowledgement.
  - Oversee community purchases of event tickets
  - Manage vendor contracts and communication
  - Work with Communications Manager to track reservations and event-related communication
  - Oversee production of mission video and sponsorship recognition videos
- Manage and execute all aspects of ambassador pipeline program
  - Onboard and communicate with volunteer ambassadors
  - Plan and facilitate tours for community members (includes public speaking)
  - Establish contact with potential ambassadors
- Design online and print content as needed in collaboration with Communications Manager
- Attend community presence opportunities, including booth and networking events
- Organize and facilitate all community-based third-party fundraising opportunities
- Plan at least two donor appreciation events annually
- Facilitate financial transactions as necessary
- Other duties as assigned

### MINIMUM REQUIREMENTS

- Bachelor's Degree
- Strong verbal and written communication skills
- One year of event, nonprofit, or other relevant experience
- Excellent organization and attention to detail
- High level of professional integrity and strong work ethic
- Ability to work closely with a team

Applicants may submit a resume and cover letter to Lauren Whycott at [lauren@respitecareinc.org](mailto:lauren@respitecareinc.org)