



## **JOB DESCRIPTION**

**Position:** Community Relations Manager

**Department:** Development

**Reports to:** Chief Development Officer

### **Organization**

Boys and Girls Country's mission is to change the lives of children from families in crisis by loving and nurturing them in a Christian home, raising them to become self-sustaining and contributing adults.

Boys and Girls Country serves up to 88 boys and girls aged five to eighteen and 14 young adults in our College and Career program. Boys and Girls Country is located 35 miles northwest of Houston ([www.boysandgirlscountry.org](http://www.boysandgirlscountry.org)).

### **Position Summary**

The Community Relations Manager reports directly to the Chief Development Officer and works with a team of six other development professionals. They implement the development plan by engaging their assigned prospects, developing proposals, soliciting funds and stewarding donors.

### **Roles and Responsibilities**

- Deepen relationships with current donors through on-going dialogue, solicitations and stewardship with a goal toward retention and possible upgrade
- Expand and further develop a base of support from churches, organizations, civic groups, corporations and foundations
- Serve as the primary point of contact for the Young Professionals Group
- Serve as the representative and liaison for BGC at community and corporate events, including presentations and chamber meetings
- Assist with the development of proposals, funding opportunities and collateral content
- Implement program to increase the number of monthly donors
- Review and call upon lapsed donors
- Help execute larger development-wide initiatives including participation in events
- Collaborate with team to ensure goals are achieved in a timely basis
- Adherence to development best practices regarding number of solicitations, visits/calls and call reports completed on a monthly basis
- Other duties as assigned

### **Critical Skills Set**

The successful candidate will possess the following:

- Ability to function as a dependable team member.
- A thorough understanding of both theoretical and practical aspects of fundraising
- Exceptional written and verbal communication skills and an ability to vary communication strategy and tactics to meet the needs of various constituents.
- Ability to work efficiently on several projects simultaneously and prioritize deadlines.
- Strong customer service personality and work ethic.

### **Qualifications**

- Must be cleared through a criminal background and FBI finger print investigation.
- Must be cleared through a drug test panel.
- All staff who have contact with students must be tested for tuberculosis before the staff is assigned a responsibility to care for students
- Must attend Boys and Girls Country orientation and pre-service training.
- Bachelor's degree required.
- Dedication to and passion for the mission of Boys and Girls Country; experience working with children in crisis preferred.
- 3+ years of non-profit, communication and/or sales experience.
- Must have impeccable inter-personal skills and detailed follow up capabilities.
- Must be highly organized and enjoy a fast paced work environment.
- Ability to present information concisely and effectively, both verbally and in writing.
- Sensitivity to confidential information and materials.