



SHELTER. SUPPORT. SOLUTIONS.

DRAFT Part-Time *Community Engagement Coordinator*

Job Announcement

Position Summary

From homelessness to coming home, Pillars provides shelter, support, and solutions to address the housing needs in our community. The Community Engagement Coordinator is part of the Community Engagement Team. The Community Engagement Team encourages a culture in which donors and volunteers are seen as part of the Pillars team and is responsible for connecting the resources of our community with the needs of Pillars. Community Engagement activities include fundraising, outreach to donors, grant-writing, volunteer coordination, public relations initiatives, media relations, community involvement and event planning. The Community Engagement Coordinator supports the team in relying on the donor database for accurate, reliable reports and information on Pillars' external team: funders, donors, volunteers and other partners. This Part-Time position is for 20 hours/week, with additional hours to support events or projects as necessary.

Duties and Responsibilities (include but are not limited to)

- Has passion for the mission of Pillars and displays agency values: Respect, Collaboration, Empowerment and Grit.
- Supports the monitoring of results vs. goals set forth in the comprehensive resource development plan for Pillars.
- Enters and/or oversees entry of all financial gifts, grants, in-kind donations and pledges into the donor database; collaborates with the Community Engagement team to create gift entry procedures that build better relationships.
- Writes, generates and sends gift acknowledgments – letters, emails and the like.
- Maintains donor records meant to foster collective relationship building by the Executive Director, Board Members, and Community Engagement and Leadership Teams.
- With the Development Manager and Community Engagement Director, generates accurate data and analytics to enhance understanding of donors and effectiveness of fundraising activities.
- Facilitates the team's promise-keeping to funders, donors, volunteers and other partners by creating, assigning and holding team members accountable to tasks in the database: grant reporting, sponsor payments, donor relations, volunteer follow-up, etc.
- Partners with the Events Coordinator to complete event-related administrative tasks like printing letters and managing registration; generates reports in support of event committee work.
- Assists with site tours, frequent public speaking engagements and tracking of outreach activities on a monthly basis.

- Spends time regularly with clients utilizing crisis housing and apartment services to understand the mission of the organization.
- Other duties as assigned.

Core Competencies

- **Confidentiality** - Ability to maintain confidential information and safeguard the security of information of Pillars and our clients. Keep private information from unauthorized individuals, either within Pillars or others outside the organization.
- **Analytical** – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and processes.
- **Building Relationships** – Demonstrates exceptional relationship-building ability with volunteers, clients and consumers, tenants, agency partners, donors and potential donors, board and committee members.
- **Problem Solving** – Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in a group problem-solving situation; remains calm when dealing with emotional topics.
- **Project Management** – Takes initiative to ensure projects are completed in a timely manner; demonstrates strong organizational ability; has a passion for working collaboratively with others to attain a positive outcome.
- **Teamwork** – Balances team and individual responsibilities. Gives and welcomes feedback; contributes to building a positive team spirit.

Qualifications

- High school diploma or equivalent required; some post-secondary education strongly preferred.
- Previous database use required.
- 2-3 years' experience in fundraising strongly preferred.
- Ability to travel locally, with access to a reliable vehicle and possess a valid Wisconsin driver's license and automobile license

Work Environment

The Community Engagement Coordinator must occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Current COVID Protocols

Masks are required to be worn by all employees in common areas. Masks are not required to be worn in offices if everyone in the office is vaccinated. COVID protocols are subject to change based on recommendations from the CDC and/or local health department recommendations.

Compensation

The compensation for this Part-Time position is a wage of \$15.36 per hour. Benefits include a 401k retirement account and an Employee Assistance Plan.

To Apply

Send resume and cover letter to tmelzl@pillarsinc.org or mail:

Tracy Melzl, Human Resources Assistant, Pillars, Inc., 605 E Hancock Street, Appleton, WI 54911

Pillars is an Affirmative Action Equal Employment Opportunity employer committed to achieving a diverse workforce and to maintaining a community which welcomes and values a climate supporting equal opportunity and difference among its members. All qualified applicants will receive consideration for employment without regard to race, national origin, color, religion, age, genetics, sex, sexual orientation, gender identity, disability or veteran status.