



## Community Engagement Coordinator

Fill Your Bucket List Foundation grants wishes of adults with cancer to make lasting memories with loved ones. Wish experiences give priceless memories, hope, and comfort to cancer patients and families by providing a retreat from the daily burden of cancer.

**Title:** Community Engagement Coordinator

**Reports to:** Executive Director

**Type:** Full Time Exempt

Fill Your Bucket List Foundation seeks an innovative and mission-driven community engagement professional. Join a growing North Carolina-based nonprofit where you will serve as liaison with the community and expert on volunteer engagement. At Fill Your Bucket List Foundation, we do as much good as possible while also learning and having fun!

### Performance Expectations

In the performance of their respective tasks and duties, all employees are expected to fulfill the following:

- Maintain integrity at all times
- Demonstrate strong commitment to and belief in the mission, vision, and values of FYBLF
- Perform quality work within deadlines with and without direct supervision
- Interact professionally with other employees, donors, volunteers, and vendors
- Work effectively as a team contributor on all assignments
- Ensure goals are met
- Exhibit good judgment and ask questions when needed
- Show respect for all wish recipients/families and interact with compassion

### Position Purpose

The Community Engagement Coordinator leads FYBLF's volunteer and community engagement programs. This role will build and maintain positive relationships with corporate and individual volunteers to support FYBLF goals and initiatives. Primary emphasis will include volunteer recruitment/management and community engagement to expand FYBLF's base and achieve program sustainability. The successful candidate will demonstrate results in managing successful community engagement programs. Experience with marketing strategy, campaign execution, and project management are critical to success in this role. The ideal candidate will thrive in networking activities.

### Key Responsibilities

#### Volunteer Program

- Develop, maintain, and document "best in class" volunteer experience program
- Manage volunteer recruitment, vetting, training, engagement, and evaluation, aligning with FYBLF needs
- Work collaboratively with FYBLF staff to ensure volunteer roles are established and supervised with appropriate feedback given to ensure completion of the assigned project/task for maximum organization benefit
- Develop and manage volunteer communication plan and training materials



- Develop and manage volunteer recognition program to ensure volunteers are shown appreciation and recognized for their efforts; this program will include at least one volunteer appreciation event per year
- Build program scalability with appropriate infrastructure, processes, and systems

#### Corporate Engagement

- Recruit, vet, and manage community partnership opportunities based on FYBLF priorities and needs
- Identify and recruit qualified candidates for Fund It & Fill It Wish Creator program
- Manage activities related to active community partnerships to ensure mutually beneficial outcomes for FYBLF and partners. Activity examples include volunteer fairs, speaking engagements, giveback nights, etc.
- Work with wish team to recruit desired partnerships to support wishes and offset wish expenses, by geography and by industry (e.g., travel, dining, professional services, etc.)

#### Marketing and Outreach

- Contribute to overall integrated multi-channel marketing strategy and planning to support volunteer and community goals
- Collaborate with Executive Director to develop budgets, establish measurement tools, and create promotional/marketing calendars
- Develop, execute, and manage targeted outreach for program promotion and partnership opportunities and develop marketing collateral to build effective pipelines for volunteers and corporate partners
- Build and manage engagement opportunities for FYBLF's online communities
- Expand outreach across under-represented demographics

#### Qualifications

- Proficient knowledge of marketing strategy and campaign execution, both traditional and digital
- Exceptional interpersonal, verbal, and written communication skills
- Ability to effectively project manage, prioritize, and balance multiple work streams and to respond flexibly to an evolving program model
- Team player as well as a self-starter, able to take initiative, working with diverse range of internal and external stakeholders with a sense of mission urgency and integrity
- Strong MS Excel, Word, PowerPoint, and database management skills; knowledge of new applications/systems appreciated to improve overall efficiencies
- Bachelor's degree or equivalent experience in business, marketing, or related field preferred
- Experience delivering workshops/training and/or public speaking preferred
- A minimum of four years professional experience; background in marketing, nonprofit volunteer management, or other business experience preferred; one+ year supervisory experience preferred

#### Special Position Requirements

- Some evening and weekend work is required for this position
- Ability to lift 20 lbs. throughout the day and ability to sit or stand for long periods of time

Interested candidates should submit a resume and a cover letter to [info@fillyourbucket.org](mailto:info@fillyourbucket.org)