



## Wild Plum Center For Young Children and Families Job Description

Position: Partnership Development Associate

FLSA Status: Non-exempt

Hours Worked: Varied – 20 hour position

### **POSITION SUMMARY AND DEFINITION**

Wild Plum Center is seeking a development professional to support community relations and partnership efforts. Reporting to the Community Partnership Director, this position is a key team member who assists in annual awareness campaigns and efforts; manage special events; manage volunteers and projects; manage database; and support marketing including social media, digital content, and community events.

### **REPORTING RELATIONSHIPS**

**Supervision Received:** Direct supervision provided by the Community Partnership Director

**Supervision Exercised:** Volunteers

### **ESSENTIAL DUTIES**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Wild Plum Center retains the right to modify or change the duties or essential and additional functions of the job at any time.*

#### ***Volunteer Management***

- Recruit potential volunteers, interns, and ambassadors
- Evaluate needs within the organization and coordinate volunteer projects
- Manage and organize volunteer groups
- Manage parent volunteer program
- Communicate regularly with staff who directly supervise volunteers in the classrooms
- Maintain up-to-date records on volunteers and volunteer services

#### ***Development***

- Assist with the design, development and implementation of marketing campaigns and materials
- Organize other events (public and invitation only) to help promote WPC as appropriate
- Manage the organization's donor database (Giftworks)
- Support with securing in-kind donations
- Facilitate and build relationships with local sponsors and businesses

- Maintain social media networks
- Assist with updates and maintenance of website

### **ADDITIONAL DUTIES**

- Maintain confidentiality and standards of conduct according to policy
- Safeguard the assets of the organization
- Perform related duties as assigned
- Excellent communication, both verbal and written
- Detail oriented with exceptional organizational skills demonstrated by the ability to prioritize and manage multiple tasks effectively and quickly
- Be honest, reliable and dependable
- Attend mandated trainings and meetings
- Work as a team member with all staff and maintain a positive work ethic.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have strong organizational, multi-tasking and critical thinking skills

Ability to coordinate multiple tasks efficiently while meeting deadlines and objectives

Ability to communicate effectively with volunteers, internal staff and Board/Committee members

Ability to prioritize and work with multiple groups at the same time

Ability to work independently, prioritize work and solve problems

Ability to display original thinking and creativity and meet challenges with resourcefulness

Strong interpersonal, telephone and written communication skills

Strong computer skills; advanced Excel and Microsoft Word knowledge required

### **EDUCATION AND EXPERIENCE**

Bachelor's degree or equivalent experience

One year experience in community relations and volunteer management, desired

Experience with marketing and communications, desired

**Special Qualifications:** Proof of physical exam, TB test and required background checks must be completed. Applicant must have a valid driver's license and use of a reliable automobile.

*The Wild Plum Center is a tobacco and drug-free workplace that provides employment opportunities according to federal, state, and local laws. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex, national origin, age, disability, veteran status or any other characteristic protected by law.*