

MY ABUNDANT HOPES, INC.

VOLUNTEER/JOB TITLE: **COMMUNITY DEVELOPMENT OFFICER**
COMMITMENT TIME: Long-term/Flexible w/ possibility of f/t employment if desired.
AREAS OF INVOLVEMENT: Community relations

RESPONSIBILITIES:

- Responsible for initiating and cultivating long-term relationships and building financial, in-kind, volunteer labor, and community support among (but not limited to) local governmental entities, educational institutions, charitable and church-affiliated organizations, civic associations, etc.
- Represents My Abundant Hopes, Inc. (MY AHI) in community/economic development activities and initiatives.
- Responsible for ensuring company visibility in all aspects of the community, establishing and maintaining relationships with other organizations in the community to meet and not duplicate needs and services.
- Assists in the coordination of impact luncheons and community orientations.
- Acts as staff liaison, supporting and assisting in the recruiting of committee volunteers for various committees and positions.
- Gives interviews (all media formats) in a manner that conveys the AHI mission and passion that instills a desire to engage in AHI programs.
- Responsible for representing AHI at public ceremonies and makes presentations to potential partners, corporations, civic groups, service and faith-based organizations, and schools enhancing their willingness to give.
- Responsible for creating and facilitating supporter acknowledgment and recognition.
- Provides support as required to achieve the AHI's strategic objectives.
- Assesses AHI's in-kind or financial needs and pursues relevant funding options.

QUALIFICATIONS:

- Ability to independently manage multiple campaign activities and initiatives as required.
- Ability to exhibit professional and personal integrity, sensitivity and discretion in all matters and agrees to protect confidential donor/partner information as dictated by assignment and or policy.
- Must have excellent written, oral, and interpersonal communications skills.
- Ability to build and maintain effective working relationships with volunteers, parents, donor/partners, and colleagues.
- Ability to assist in the monitoring of donor/partnering communications to insure donor/partner satisfaction.
- Must have basic computer skills including word processing and excel.