

**Ronald McDonald House Charities® of  
Central and Northern Arizona**

**JOB DESCRIPTION AND FUNCTIONS**

**Title:** Community Engagement Coordinator  
**Department:** Development  
**Supervisor:** Chief Development Officer  
**Date:** November 2023



**Purpose and Scope**

The Community Engagement Coordinator supports Ronald McDonald House Charities® of Central and Northern Arizona's (RMHC) community engagement efforts by implementing a comprehensive strategy to increase the organization's funding support from the business and civic communities. This Coordinator pursues corporate and civic giving, House-focused sponsorships, new business engagement, workplace giving, third-party fundraising, and corporate stewardship.

The ideal candidate will have at least three to five years of experience, be extremely goal-oriented, able to handle multiple deadlines, while working well as a team member. Prior sales experience is a plus. This role supports the overall fundraising goals and efforts of the organization working collaboratively with the Chief Development Officer, Special Events Director, Volunteer Manager, Chief Administrative Officer, and the Chief Executive Officer.

**Essential Job Functions**

- Develops an annual plan for both new and existing corporate and civic partnerships.
- Implements annual plan by successfully managing and fulfilling all areas of moves management for corporate, civic, and third-party donors, including identification, cultivation, solicitation, and stewardship.
- Promotes a robust Valley-wide corporate champions program.
- Oversees the annual marketing benefits and stewardship strategy for corporate donors, including tracking and fulfillment.
- Researches new funding prospects and collaborates with the Development team to review prospects, areas of interest, and promote engagement opportunities.
- Coordinates third-party support, including toolkits, website resources, and communication with returning and prospective third-party event hosts, including revenue and performance evaluations.
- Maintains the annual events calendar.
- Tracks and reports on community engagement revenue using metrics and key performance indicators to evaluate progress toward organizational goals.
- Maintains knowledge on existing and new RMHC® Global news, relationships, and collaborations while exploring opportunities for local activation.
- Manages local McDonald's support and assists with local Owner/Operator stewardship and engagement.
- Coordinates with other RMHC staff and/or external partners to present timely, well-crafted support proposals.
- Supports the Special Events Director in planning and executing special events.

### **Qualifications**

- Bachelor's degree or minimum three to five years of equivalent training and experience. Preference will be given to degrees in communications, business, marketing, or a related field.
- Proven experience in securing either sales or donation support from a variety of customers/corporate donors.
- Excellent communication and interpersonal skills with the ability to build and maintain relationships with various stakeholders.
- Strong analytical skills including attention to detail.
- Ability to multitask and manage multiple projects simultaneously, demonstrating strong organizational and time management skills.
- Proficient with Microsoft Office Suite

### **Additional Skills**

- Ability to represent the House with a polished, positive, and professional demeanor.
- Donor/customer database experience, Blackbaud Raiser's Edge preferred.
- Professional Networking experience
- Previous experience in the non-profit sector preferred.

### **Physical Demands:**

- Sits at desk 60-75% of the day.
- Near visual acuity essential for reading.
- Speaking and hearing are essential for communication.
- Able to lift and transport up to 10 pounds.

### **Schedule and Salary:**

- Compensation commiserates with experience.
- Non-exempt position.
- Some weekend and evening shifts may be required.
- Comprehensive Health Plan
- 401k Retirement Plan
- PTO and Sick Time Plans

### **Disclaimer – Other Duties:**

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While it is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel or technological developments).