Job Title: Community Engagement Associate
Position Type: Full-time non-exempt
Salary Range: $21.00-$24.00/hour
Benefits Package: Medical, dental, vision, life insurance, PTO, long-term disability, 401K, paid holidays
Reports to: Grants Development Director

ORGANIZATION: Life House is an innovative nonprofit organization serving under-resourced and unhoused youth ages 14-24 located in downtown Duluth, MN. Focusing on Positive Youth Development through housing stability, educational support, economic security, improved health, and connection to community, Life House programs assist youth who are unhoused or at risk of homelessness to overcome a myriad of life circumstances and barriers to transition to independent living filled with meaning and purpose.

SUMMARY: Reporting to and in partnership with the Grants Development Director, the Community Engagement Associate will lead community-centric initiatives focused on giving to the organization through monetary contributions, donations, volunteer opportunities, and other means to support Life House's mission and vision. The Community Engagement Associate manages all components of community giving, such as: annual giving campaigns, event planning, community engagement opportunities, contributions and gifts, and public relations. This position also provides assistance with organizational marketing, communications, and community outreach.

Focus area duties and responsibilities – Community Engagement Associate

- Spearhead all volunteer engagement initiatives including service projects, communications, scheduling, and execution of volunteer opportunities for up to 40 volunteers
- Oversee donor relations including developing donor stewardship strategies, maintaining accurate donor records, ensuring timely donor acknowledgements, analyzing donor data through reports, and ensuring streamlined communications with our finance and development team
- In partnership with our Executive Director and Grants Development Director, manage and implement special events to expand community outreach and giving
- Manage organizational social media communications including content creation and curation, strategy and platform management, social media calendar, brand stewardship, and analytics and reporting
- Maintain engagement with the community through emails, newsletters, press releases, public service announcements, etc.
- Oversee the organization's website including content and functionality, user experience, brand stewardship, visual storytelling, and fundraising optimization
- Evaluate trends in community giving and engage community members in giving campaigns, cultivating various giving levels
- Assist Grants Development Director in updating grant database such as proposal deadlines and updating funding status

Focus area duties and responsibilities – Life House:

- Participate in weekly Life House staff and program meetings
- Dedicate on-going attention to personal and professional development through professional reading, conference and seminar attendance, membership in professional organizations, etc.
- Participate in Life House staff retreats and trainings
- Perform other duties as assigned by supervisor or Executive Director

QUALIFICATIONS:
Education: Bachelor's degree in marketing, communication, or a related field or a combination of education and related work experience.

Qualifications:
- Fundraising and community event planning experience
- Excellent customer relations and interpersonal skills
- Demonstrate excellence in organizational skills and attention to detail
- Strong computer skills: proficient in Microsoft Office suite, knowledge of databases (Bloomerang, Apricot)
- Strong verbal and written communications skills
- Public speaking skills including giving tours, presentations, speeches, and press interviews or statements
- Demonstrated ability to prospect, cultivate, and manage donor relations
- Strong partnership-building and event planning skills
- Demonstrated understanding of youth work, specifically youth from multiple cultural backgrounds, 2SLGBTQ+ identities, and various lived experiences
- Ability to pass a Department of Human Services background check

Certificates, Licenses, Registrations:
- Valid Minnesota Driver's License and proof of auto insurance

Position is full-time non-exempt. Position is partially grant funded; in addition to other specified conditions of employment, it is understood that no guarantee of continued employment, beyond the availability of current funds, is expressed or implied by Life House.

Life House provides equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, gender identity and/or expression, age, physical or mental disability, veteran status, or other protected classification. Life House encourages individuals with diverse backgrounds and members of the LGBTQ+ community to apply.