



www.getrealinc.org



Community Relations Coordinator 5 hours a week @ \$18/hour

The primary responsibility of this position is to increase fundraising for Get REAL and to build community connections that result in year-round support and opportunities. The Community Relations Coordinator will direct sustainability and fund-raising efforts of Get REAL. Includes maintaining and implementing a fundraising plan to secure philanthropic gifts for the annual budget and long-term financial goals. Maintain and cultivate donor/community partnerships in coordination with board members and volunteers.

Primary Tasks:

- Build relationships and engage donors in the mission of Get REAL;
- Secure sponsorships for programming, camp, and special events;
- Ensure that Get REAL demonstrates stewardship and appreciation to its donors;
- Engage sponsors and the community on social media;
- Build relationships with schools, community organizations, and the faith community;
- Research grant and funding opportunities;
- Promote the organization at community events, churches, etc.; and
- Serve on event/fundraising committee.
- Conduct program evaluation with the ED/Committee each school year
- Attend programming for each grade level, once a semester
- Save the Drama for the Stage Camp (engage during the week of camp, approximately 5 hours)
- Serve on event/ marketing committee for camp

WORK ENVIRONMENT/PHYSICAL DEMANDS The environmental and physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions. Must be able to perform tasks involving sitting and physical activity such as lifting up to 15 pounds, carrying up to 15 pounds, reaching overhead, reaching low, kneeling, climbing, crouching, pushing up to 15 pounds, bending, stooping, and standing.

Please send any questions or your resume to board@getrealinc.org.