

Community Engagement Specialist



Job Title:	Community Engagement Specialist	Job Category:	Marketing and Outreach
Location:	On the Road	Travel Required:	Yes, within service area
Level/Salary Range:	\$19-\$23 per hour	Position Type:	Part-Time or Full-Time
HR Contact:	J.R. Hanna	Date Posted:	05/31/2024
Applications Accepted By:			
Fax 866.200.5117 or Email: jhanna@highpeakshospice.org Subject Line: Job Application		Mail: High Peaks Hospice HR Department 1247 Dix Ave Hudson Falls, NY 12839	

The culture of High Peaks Hospice is mission-driven and community-oriented. From our board of directors, staff, volunteers, and donors, the High Peaks Hospice community is filled with compassionate and dedicated individuals committed to providing comfort, peace, and dignity to the families we serve, at a time when it's needed most.

We help individuals achieve a peaceful life closure, aligned with their values, wishes, choice, and needs, while fully supporting their caregivers and loved ones along the way.

Job Description

The **Community Engagement Specialist** educates supporters about our mission and goals, strengthens relationships with donors, organizes participation in community events, and celebrates the services High Peaks hospice provides to the community. The purpose of this position is to build a strong network of community partnerships and corporate sponsors while increasing major donors and taking donor stewardship and cultivation to a higher level. To excel in the role, the incumbent should be an excellent communicator, enjoy engaging individuals and groups in building hospice knowledge, and willing to travel to locations throughout High Peaks Hospice's catchment area.

Responsibilities:

- Develops a deep understanding of High Peaks Hospice's mission and goals to effectively communicate to the giving community.
- Supports High Peaks Hospice fundraising events.
- Monitors High Peaks Hospice presence in the communities using feedback from a variety of sources (public, media, personal contacts, staff, Website, Facebook, etc.)
- Develops and manages working relationships with individuals and groups that provide health care services (physicians, physician groups, health care centers, hospitals, nursing homes and other facilities.)
- Manages relationships with community service agencies (aging services, mental health and intellectual disability services, disease specific organizations.)

- Presents community outreach programs designed to increase awareness of High Peaks Hospice programs and services and increase understanding of people's choices in end-of-life care.
- Administers educational opportunities and events for community organizations (Respecting Choices, Being Mortal, awareness talks, etc.)
- Promote/participate in events held by others that benefit High Peaks Hospice.
- Solicits business sponsors and enhances existing community partnerships.
- Proactively identifies prospects, and consistently builds and maintains a pipeline to grow supporters.
- Builds and nurtures individual and corporate donor relationships through phone calls, personal visits, meetings, events, and follow-up stewardship practices.
- Works with the Volunteer Manager to cultivate volunteers to help with community outreach.
- Utilizes and maintains administrative systems such as Salesforce for contact management.
- Undertakes regular self-assessment and training to assure continued professional growth and development, including attending conferences and training as requested.
- Other duties as assigned.

Qualifications:

- Requires a Bachelor's degree with a minimum of 3 years of experience in development and/or sales in a professional capacity OR an Associate's degree with a minimum of 5 years of experience in development and/or sales in a professional capacity.
- Track record of success in developing, building, and managing corporate partnerships and evidence of past success implementing processes to build/cultivate donor relationships and growing stewardship processes.
- Must possess outstanding presence, self-confidence & enthusiasm and be comfortable engaging with all levels of stakeholders.
- Excellent verbal and writing skills are required.
- The position demands the ability to positively interact internally as a team member as well as externally with community members.
- Value the ability to convene small groups of business/community leaders and entertain such groups.
- Experience in seeking, writing, and administering grants and other funding sources is a plus.
- Must be capable of performing the essential functions of this job, with or without reasonable accommodations.
- Valid driver's license and reliable transportation.
- Must meet all local health regulations.

If you meet these qualifications and are looking for a meaningful career in hospice care, we encourage you to apply.