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24-hour Hotlines: Orange County 845.562.5340
Sullivan County 845.292.5700

Position Posting: Events and Community Engagement Manager

Posting Date: May 10, 2019

Position Title: Events and Community Engagement Manager

Classification: Exempt

Reports to: Executive Director

Anticipated Start Date: ASAP

Safe Homes of Orange County is a not-for-profit 501(c) (3) located in Orange County, NY, which has grown from a grassroots, small group of committed individuals in 1986 to an organization, leader, and resource in the field of intimate partner violence and human trafficking advocacy and services provision. Our many programs include a Family Justice Center, emergency shelter, legal program, anti-trafficking program, individual and group support, advocacy, therapeutic counseling, Risk Reduction Response Programs, systems-based advocacy and collaboration, community education and outreach, and Sullivan County non-residential programming.

Duties & Responsibilities:

The Events and Community Engagement Manager will be responsible for the planning, coordination, and evaluation of all Safe Homes fundraising events. The Events and Community Engagement Manager will participate as a member of the Safe Homes leadership team and lead the Board of Directors' Fundraising and Marketing Committee (FMC) on planning and hosting events that raise awareness and funding. In addition, they will work closely with the Executive Director to manage the Safe Homes brand, including the development of external communications (e.g., annual reports, agency boilerplate, press releases and online marketing opportunities).

Responsibilities of the position include but are not limited to:

- Maintain, organize and manage existing Safe Homes fundraisers and special events from concept to completion, which involves decision making, coordinating meetings, ensuring they operate smoothly, efficiently, and generate maximum revenue and exposure.
- Develop new events and fundraising opportunities, and assist with the development of new efforts to build community awareness.
- Prepare, monitor and distribute event budgets with necessary individuals in agency and on board committees.
- Liaise with Safe Homes leadership and FMC on the development of media, marketing materials, announcements, photo opportunities and speech writing.
- Work alongside FMC Chair and co-facilitate various other event related committees.
- Provide input on stewardship strategies to ensure seamless transition between fundraising events and stewardship activities.
- Responsible for all communications and networking in support of special events, and assists with development of new opportunities to build community awareness.
- Respond to enquiries from the public about events, including assisting with media requests.
- Manage regular communication needs for the office, including managing social media, responding to constituent requests, and attending public events on behalf of Safe Homes.
- Develop and implement a communications plan to expand the reach of Safe Homes to all Orange County residents and beyond.
- Interact with community organizations and the general public.
- Develop overall social media strategy to drive engagement and increase followers for the agency.
- Develop channel-specific, timely content and campaigns to support fundraising events, community events, local/federal news, for Facebook, Instagram, Twitter, & YouTube
- Demonstrate ability and willingness to use technology on a daily basis, including graphic design programs, website, email, mail chimp, voice mail, teleconferencing, social media outlets, and others as developed or adopted by the organization.
- Manage budget/costs for vendors and internal billing activities
- Ability to administer budgets, schedules, office operations and contracts.

- Ability to effectively organize, schedule, communicate and carry out work assignments.
- Write and/or draft letters, edit and proof reading letters, annual report, press releases, memos, thank you letters, etc.
- Produce the community newsletter, annual report, and other materials as required, including website, reports, and other publications
- Effectively manage and supervise volunteers.
- Other duties as assigned.

Qualified candidates will have:

- Bachelor's degree from an accredited college or university.
- Ability to demonstrate thorough working knowledge of nonprofit marketing, community relations and development, including three or more years of progressively responsible experience with executing events, stewarding donors and managing fundraising activities.
- Ability to demonstrate attention to detail in all aspects of event planning, coordination and follow-up.
- Proven working experience in social media marketing.
- Ability to see the "big picture" and meet objectives in all stages of event planning, design, and production.
- Ability to manage all project elements within time limits and on budget.
- Excellent consulting, writing, editing (photo/video/text), presentation and communication skills.
- Demonstrable social networking experience and social analytics tools knowledge.
- Knowledge of online marketing and good understanding of major marketing channels.
- Ability to exercise a high degree of judgment, diplomacy, boundaries, confidentiality, integrity and ethics.
- Strong interpersonal skills when interacting with philanthropic community and major donors.
- Superlative verbal and written communication skills, including the ability to deliver inspiring, persuasive and succinct presentations and conduct productive meetings.
- Valid driver's license and vehicle.
- Ability to work a flexible schedule, including evenings and weekends
- Ability to lift up to 50 pounds, navigate stairs, and periods of sitting, standing and walking required.
- Understand and work from a feminist philosophy of empowerment, and support SHOC mission and purpose.
- Display commitment to ending violence against women and children and a commitment to social change through active participation in working towards ending racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression; demonstrate willingness to gain understanding of issues of oppression, battering and sexual assault.

NO PHONE CALLS PLEASE.

Applicants may email, mail, or fax resume with cover letter, including why you are interested in this position:

Subject line must read: Events and Community Engagement Manager

Attention: Kellyann Kostyal-Larrier, Executive Director

Email: kkostyal@safehomesorangecounty.org

Fax: 845-562-2216

Safe Homes of Orange County prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.