

COMMUNITY RELATIONS COORDINATOR

The Ivy Table is a non-profit pay-it-forward cafe in Brighton, MI. Our mission involves using food and hospitality to provide faith, hope, and love to those around us. Our cafe is a welcoming space where the entire community, regardless of story, circumstance, or financial means is invited to gather for fresh, healthy, and delicious food.

The Community Relations Coordinator will collaborate with The Ivy Table team to oversee community engagement, building and maintaining relationships with community leaders, organizations, supporters, and volunteers.

GENERAL RESPONSIBILITIES (Part-time, Approx 10 hrs/wk)

Community Outreach

- Works to positively promote The Ivy Table within our community
- Develop and implement community engagement strategies
- Identify and connect with key community leaders, organizations, and stakeholders
- Attend community events and meetings to build relationships
- Monitor the effectiveness of community relations programs through data collection and analysis

Volunteer Recruitment

- Helps recruit and place new volunteers
- Works with ED and Ivy Table Program Leads to organize volunteer orientations
- Assure volunteers have waivers and background checks on file

Marketing

- Helping craft and distribute press releases
- Helping develop communication content for newsletters, social media, and website
- Helps create and implement marketing campaigns

Donor Relations

- Works with Executive Director to locate new donors
- Helps nurture donor relationships
- Assist ED with donation receipts and thank you notes as needed

Event Planning and Coordination

- Organizing community events, informational sessions, and fundraising initiatives

Qualifications Needed:

- Unwavering commitment to the mission of the The Ivy Table
- Experience in engaging with both nonprofit donors and volunteers
- Corporate fundraising experience
- Media relations experience
- Strong organizational and project management abilities
- Ability to work independently and as a part of a team
- Excellent communication skills, both written and oral
- Outgoing, positive personality
- Strong work ethic with a high degree of energy

**This is only a preliminary job description, which will likely evolve over time.*