



POSITION: Community Development Coordinator

ORGANIZATION MISSION: The Pebble Tossers' mission is to equip and empower youth to lead through service.

Pebble Tossers is dedicated to nurturing every young person's potential and guiding them toward a future of leadership and empathy. Service is the core of who we are. We embody servant leadership by putting the needs of our youth and community first, creating a positive ripple effect of giving.

The Community Development Coordinator position is responsible for management and administration of Pebble Tossers' strategic partnerships, especially member and corporate relations. The position will work closely with the Development Department, the Community Engagement Coordinator, and the Communications Manager. The position will provide critical support for Development projects and work with all Special Events.

RESPONSIBILITIES

Membership

- Develop and implement strategies for retention of existing members and recruitment and cultivation of new members, including the creation of new member benefits and regular solicitation of member feedback;
- Establishes the strategy and timeline for all membership mailings and email communications, including acquisitions, renewals, upgrades, invitations, general communications, thank yous, and annual fund appeals;
- Develop creative and engaging membership marketing materials and specialty programs;
- Compile, maintain and report on the monthly, quarterly, and annual membership statistics;
- Coordinate with Community Engagement Coordinator to increase member engagement in service activities;

Development

- Work with Program Manager to solicit and engage corporations and develop corporate days of service and other fee for service opportunities;
- Work with the Development Consultant to implement the development plan for soliciting donors and identifying funding sources such as sponsorships, program sponsorships, grants, in-kind donations, charitable events, Ripple Run, and marketing opportunities; includes quantifiable benchmarks to deepen and diversify the funding base;
- Coordinate with Communications Manager on publications, membership materials, and other marketing needs.
- Coordinate with Development Team on various fundraising and engagement strategies for members, donors, and volunteers and/or other duties as assigned.

QUALIFICATIONS

- Three or more years of direct experience in building and maintaining a membership program;
- Bachelor's degree in management, marketing, communications, hospitality, or related fields preferred;
- Proven membership development/fundraising track record in the nonprofit field including: Increasing membership recruitment and engagement, Developing strategies to build higher-level memberships;
- Highly collaborative style; experience developing and implementing communications strategies;
- Excellent writing/editing and verbal communication skills
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters; Forward thinking with respect to Inclusion, Diversity, Equity, and Access (IDEA);
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives;
- Proficiency with Google Suite, Word, Excel, PowerPoint; knowledge of Constant Contact and CRM systems;

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- A “get things done attitude” and the willingness to help out in multiple areas within the organization;
- Availability to work occasional evening and weekend as needed.

EMPLOYMENT STATUS: Part-time, 25 hours/week, contractor status, 90-day evaluation with Executive Director after hire date, and then annually. Potential for full-time salaried position. The position is hybrid, with virtual and in-person meetings and some weekend and evening requirements. \$18-22/hour, depending on experience and education.

Pebble Tossers embraces diversity and equal opportunity in a profound way. We are committed to building a team and community that represent a variety of backgrounds, perspectives, skills, and abilities. The more inclusive we are, the better our work will be.

Please email a cover letter, resume, and two employment references to Jennifer Guynn, jguynn@pebbletossers.org.