

Care Net Pregnancy Services of Northern Kentucky

TITLE:	Business/Community Liaison	REPORTS TO:	Director of Development
LOCATION:	All Northern Kentucky Centers	STATUS:	Part-time Hourly Nonexempt
SUPERVISES:	None		

PRIMARY FUNCTION

- Direct and implement business and community organization fundraising efforts as outlined in the annual strategic plan designed by the Board of Directors
 - Develop and grow the Corporate Sponsorship program, including but not limited to Banquet, Golf “Fore” Fathers Scramble and Silent Auction.
 - Maintain and expand programs that generate business and local community organization support as well as rooting out grant opportunities from corporations, foundations and other grant giving organizations.
-

PRINCIPAL DUTIES

- Report weekly progress to Director of Development and Executive Director
 - Attend and report at monthly Development Department meetings
 - Attend monthly Staff meeting
 - Explore and develop new sources and methods of reaching and involving businesses and community organizations
 - Learn, update, and utilize the donor database (Bloomerang)
 - Responsible for follow up communication to Business and Community Organization supporters as well as documentation in database and excel spreadsheets
-

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS

- Bachelor’s degree or at least 5 years related work/development and/or sales experience
 - Ability to follow instruction and coordinate fundraising efforts as outlined in the directives given by the Director of Development and Executive Director.
 - Strong and effective interpersonal and communication skills with Care Net directors, other staff, & business community – responsive to all inquiries
 - Proficient PC skills in a Windows based environment including working with Microsoft Outlook, Excel, and Word.
-

SPECIAL REQUIREMENTS

- Be a committed Christian who demonstrates a personal relationship with God and exhibits a strong commitment to the pro-life position, traditional marriage, sexual abstinence outside of marriage.
- Candidate must be able to work under pressure and meet deadlines
- Candidate must be detail oriented and organized
- Candidate must be able to multi-task, work independently as well as be a team player