



www.friendsofcaringsolutions.com

Director of Community Relations

The Director of Community Relations will focus on the areas of donor care, marketing, event planning, and community partnership. This position will work with the Executive Director and other executive staff in developing and implementing the awareness-raising and advancement efforts of Caring Solutions. This can be a full or heavy part-time position and will work primarily in Macon with some travel to Warner Robins.

Main Director of Community Relations Job Responsibilities:

- Building relationships within our current support base and reporting on impact
- Developing a comprehensive understanding of all facets of the ministry and being able to winsomely communicate the vision of the organization
- Representing the organization at public events (ex: health fairs, church events, community events)
- Assisting with event planning for all CS events - Night of HOPE, the annual Benefit, and any other awareness-raising opportunities that arise
- Assisting with content for electronic and print communications (social media presence, email communication, direct mail pieces, etc...)
- Participating in relational development efforts and establishing a donor care plan

Education/Experience:

- Experience in development, public relations, communications, and/or sales preferred
- A Bachelor's degree is required

Qualifications:

- Personal, professional and public integrity
- Ability to take initiative and be proactive
- Ability to organize and prioritize work and manage multiple tasks in a collaborative setting
- Effective public communicator
- Highly Relational
- Strong written and verbal communication skills
- Proficient in Microsoft Office

Please submit cover letter and resume to:
info@caringsolutionspc.com