



Santiam Teen Center  
Stayton, OR

**Position: Community Relations Director**

**Hours:** 20 - 32 hours per week, includes some evenings and occasional weekend events.

**Pay:** Pay commensurate with experience. Please include applicable experience and wage requirements when applying.

**Benefits:** The opportunity to work as part of a Christ-focused team with like-minded staff and volunteers. The ability to directly impact the lives of local teens in a positive and tangible way. On-going professional development opportunities. PTO & paid holidays. Some flexibility in schedule.

**Overview:** The Community Relations Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives.

Specifically, the Community Relations Director is responsible for external communications, relationship-building, grant acquisition, fundraising and donor development for Santiam Teen Center in accordance with the strategic plan, to meet or exceed the annual budget goals, while operating within the parameters of our mission and vision, and in accordance with the by-laws and policies approved by the Board of Directors.

The Community Relations Director motivates, inspires and engages the community, individual benefactors, partner organizations and donors to achieve the stated Mission and Vision objectives of Santiam Teen Center through branding, story-telling, relationship building, and fundraising efforts.

**Essential Duties:**

***Leadership and Vision***

- Clearly articulates the shared vision and direction for Santiam Teen Center, promotes mission and helps build support programs and initiatives
- Promotes ethical practices and encourages individual integrity
- Involved in strategic planning process, manages implementation of strategy as it relates to job duties, and monitors progress against organization goals
- Works to present achievable organization goals and expectations for approval of the Board of Directors
- Motivates, inspires and engages community to help Santiam Teen Center achieve its mission
- Fosters a supportive, accountable, and fun work environment

## ***Responsibilities and Administration***

- Oversees internal operating systems and processes for fundraising, grant & donor development, branding/marketing of the Santiam Teen Center
- Maintains business objectives within budget guidelines
- Provides leadership in developing appropriate organizational and financial plans with the Board of Directors and other staff and oversees their implementation as authorized.
- Ensure event volunteers are trained, managed, and capable of fulfilling their assigned duties.
- Works in the development of organizational infrastructure and implements interim solutions to challenges as Santiam Teen Center grows
- Communicates effectively with Program Director to accomplish goals
- Communicates regularly with the Board of Directors
- Tracks personal expenses related to fundraising events, marketing/promotions, and donor development and operates within set budget guidelines as approved by Board of Directors
- This position does not manage any employees

## ***Public Relations and Donor Development***

- Serves as a spokesperson for Santiam Teen Center in the community, by representing the program, priorities, and point of view of the organization
- Responsible for all aspects of donor development and fundraising events
- Identifies and cultivates relationships with individual donors, foundations, religious and corporate organizations, and government funders.
- Write/secure grants when needed and develop funder reports in a consistent and timely manner.
- Manages all external relations, including various forms of communication: website, eNews, press releases, social media, tax deductible donation forms and thank you notes.
- Partners to establish sound working relationships with community-based organizations

## ***General Employment Requirements:***

- Maintains a personal relationship with Jesus Christ
- Must pass criminal background check and drug test
- Maintains a positive and proactive work ethic, friendly disposition, and personal integrity that is conducive to attracting and retaining community partners, donors and supporters.
- Demonstrate a sound knowledge of the growth and development of youth
- Serve a minimum of two shifts per month with our Teen Center Youth (weeknights 3-6PM)
- Demonstrate good organizational and leadership skills, with the ability to relate to wide variety of people in a non-judgmental positive and competent manner
- Attend monthly Board of Directors meeting

## ***Specific Day-to-Day Description:***

- Ensure accomplishment of tasks including mail handling, phones and messages, email, form completion and record retention, as they relate to job duties.
- AR/AP documentation and monthly time sheets to Board Treasurer
- Check and respond to email on daily basis (during work hours)

- Keep all related forms and records up to date and available
- Create and maintain a variety of monthly communication to all supporters, donors, volunteers, teens and families, and the Board of Directors via email and social media.
- Keep website [www.santiamteencenter.org](http://www.santiamteencenter.org) up to date and relevant.
- Learn and utilize the CRM to manage supporters, donors, partners, and grantors.
- Responsible for the implementation of all fundraising efforts/events.
- When serving with teens, invest in and engage students.
- Maintain open and regular communication with the Board of Directors
- Prepare monthly donor & fundraising report to present at Board Meeting
- Represent Santiam Teen Center at community engagements, churches, and speaking events to help communicate and expand awareness and reach of the STC.

**Reports to:** Board of Directors

**Position to Begin:** Immediate Need, start date negotiable.

**To Apply** Send Resume with Cover Letter to our Board President:

**Carmelle Bielenberg**

Attn: STC Board of Directors

PO BOX 934

Stayton, OR 97383

Or Email Cover Letter & Resume to: [carmellecox@gmail.com](mailto:carmellecox@gmail.com)