



Family Life Services, Inc. 1880 S. Cascade Avenue
Colorado Springs, Colorado 80905-2553
office: (719) 632-4661 fax: (719) 632-7100 flscs.org

JOB DESCRIPTION

Job Title: Community Relations Manager

Direct Report to Executive Director

Classification: .5, Exempt

Position Objective

The Community Relations Manager has responsibility for effectively meeting the community relationship goals and fundraising objectives that advance the mission of Family Life Services, as determined by the Executive Director. The primary areas of responsibility are fundraising and community and media relations.

Position Responsibilities

Fundraising

1. Develop and submit to the Executive Director for input and approval annual plans for development, grants, events, appeals, church partnerships, donor communication and volunteer recruitment.
2. Execute those plans annually.

Community and Media Relations

1. Educate and interact professionally with the local community, including churches, pastors, community groups, the business community and other nonprofits to increase awareness of FLS and its mission.
2. Expand the visibility of the FLS ministry within the community and the media to promote the programs, opportunities, events and services offered.
3. Develop and submit to the Executive Director for input and approval an annual community relations plan, including social media, logos, communications, and presentations. Execute this plan.
4. Recruit volunteers to support the implementation of FLS programs, including property maintenance.
5. Coordinate volunteer appreciation and other methods of expanding volunteers' connection and support to FLS and its mission.

Other duties, as needed and directed by the Executive Director.

Working Environment and Physical Requirements: office environment and in community.

Knowledge, Experience, Skills Preferred

1. Three years of experience in donor, community relations, fundraising and grant writing.

2. Bachelor's degree from an accredited college or university
3. Team player, collaborative, interpersonal communication, public speaking, writing

Spiritual Character Required

1. Committed, mature Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Agree with and be willing to uphold the Mission, Statement of Faith, Statement of Principle, and all policies of Family Life Services.
3. Servant Leader
4. Uphold the Core Values of FLS

Strengths Required

1. Professional in appearance, manner, demeanor and dress.
2. High level of energy and warmth.
3. Self-aware, open to correction, emotionally resilient.
4. Empathetic, strives to understand different perspectives.
5. Flexible and comfortable with an ever changing and dynamic program.

Position Benefits

1. Twenty PTO .5 days per year and .5 paid holidays.
2. Please note that this position *does not* offer a medical or retirement package.

To apply:

By July 23, please submit a cover letter, resume, and three references to Tonya Lark, Executive Director, at info@flscs.org.