



## Community Engagement Officer

### Job Description

#### Overview

#### Community Engagement Officer, Foundation for Appalachian Kentucky

The Community Engagement Officer at the Foundation for Appalachian Kentucky provides leadership to affiliate fund advisory board members to help advance their vision in their designated communities, is responsible for ensuring Foundation for Appalachian Kentucky programming, policies, and initiatives are relayed accurately and timely to affiliate board members and component fund advisors aligned with the Foundation's strategic plan. Develops and facilitates relationships with community leaders and stakeholders at a regional and local level. The Community Engagement Officer also serves as liaison with multiple special projects and initiatives the Foundation and partners are engaged in from time to time.

This position reports directly to the Community Engagement Director of the Foundation for Appalachian Kentucky.

This position is full-time (40 hours a week) with regional remote office/work from home allowed with some days in office. Office based in Hazard, Kentucky. Willingness to travel.

#### About the Foundation for Appalachian Kentucky

The [Foundation for Appalachian Kentucky](#) is a non-traditional, nationally accredited community foundation located in and serving the coal fields of Appalachian Kentucky. Located in Hazard, Kentucky, the Foundation works through our affiliate network to advance locally controlled philanthropy, cultivate non-traditional local leadership, and build community capacity.

Since 2009, the Foundation has positioned itself as the go-to organization in both times of opportunity and in [times of crisis](#). Over the last five years, the Foundation, while not specializing in disaster philanthropy, has stewarded over \$20 million dollars coming to our region during several natural and community disasters. We are continually called upon to serve as the trusted, place-based philanthropy experts serving our region. Through our extensive network of grantee partners, we work to serve as a channel for philanthropic investments to reach the organizations, businesses, farms, artists, and people that make up the ecosystem of the Appalachian Kentucky region.

The Foundation serves as a hub and backbone for community groups, nonprofits, and affiliate boards working to make their communities better.



## Main Responsibilities

### Community Engagement

- Support Community Outreach and engagement to advance the Foundation's philanthropic mission.
- Ability to speak in public and large group settings
- Participate in local boards to help promote the Foundation throughout the region and a community partner.
- Attend and participate in community meetings throughout the region.
- Facilitate smooth and consistent communication among organizations and community members by coordinating regular updates (email, phone and/or in person) to ensure alignment of activities.
- Initiate and foster collaborative partnerships with community members and organizations, business leaders, school districts, and others to accelerate outcomes and ensure the growth and sustainability of partnership efforts.

### Affiliate Board Development

- Provide timely and needed tools and resources for efficient affiliate board meetings, including financials, press releases, due diligence on submitted grants, follow-up reports, donor reports, etc.
- Assist in the planning coordination, and execution of meetings and work groups, including scheduling meetings, managing all meeting logistics, and preparing materials.
- Ensure alignment of affiliate boards with the Foundation's overall mission, vision, goals, and strategic plan

### Fundraising

- Work with the Development Director and Communications Officer to develop materials for the recruitment of new donors
- Work with the Development Director, Communications Officer, and Community Engagement Director to develop materials for affiliate community foundations in support of their fundraising and grantmaking efforts
- Assist with the production of materials for fundraising or special events
- Assist as asked with materials for grant writing or grant reporting

### Communications

- Serve as a spokesperson as needed for the Affiliates to deliver key messages
- Work with Communications Officer to write and distribute press releases
- Work with Communications Officer to update a press and media list for use by the Foundation and affiliates.
- Field questions and inquiries from members of the press



### General

- Participate in overall organizational strategic planning as requested
- Participate in annual teams and individual work planning and weekly in-person staff meetings
- Contribute to a healthy, kind, and safe organizational culture that values equity, diversity, and inclusion
- Other duties as assigned

### Qualifications

- Exceptional communication skills including ability to interact with a variety of internal and external audiences.
- Steward of teamwork, collaboration, and building relationships
- Strong financial management, analytic and strategic planning skills
- Values differences and diversity
- Strong organizational and project management skills
- Passion for servant leadership and the ability to work as part of a professional team
- Ability to perform responsibilities in a professional manner and to handle assignments with a high degree of accuracy and confidentiality
- Ability to work independently and cooperatively
- Demonstrated ability to use social media effectively
- Strong interpersonal communication skills
- Demonstrated ability to be self-directed and execute high quality projects
- Willingness to travel for day and occasional overnight stays within Central Appalachia and sometimes nationally
- Knowledge of and passion for Appalachian Kentucky and understanding of regional issues
- Ability to perform responsibilities in a professional manner and to handle assignments with a high degree of accuracy and confidentiality.
- Be able to work independently and cooperatively in a fast-paced and nimble environment.
- Committed to the Foundation's vision, mission, and values.
- You are required to be fully vaccinated for COVID-19 prior to your first day of employment.
- Currently living in or willingness to relocate to a community within the Foundation for Appalachian Kentucky's service area
- Proficiency in Microsoft Office and Zoom

### Not Required but Preferred:

- Knowledge of rural philanthropy, the nonprofit sector, and community building



## Attributes

- Critical thinker: You ask questions, innovate, and problem solve to complete complex tasks.
- Communicator: You communicate effectively and appropriately, both in writing and verbally, with a diverse set of internal and external audiences. You communicate in a manner that demonstrates and fosters cooperation, respect, concern, and openness to change.
- Rapport builder: You instill trust and confidence with internal staff and external partners. You earn trust by your actions and faithfully keep your promises. People know you have their best interest in mind, and you are sincere in your communications.
- Performer: You are motivated by task accomplishment and achieving results. You have a strong desire to set goals and take decisive action.
- Multitasker: You enjoy engaging in many different types of projects and tasks and working quickly to resolve issues.

## What's Attractive to the Right Candidate?

- You will join a passionate team, dedicated to the work we do and the communities and region we serve. We take pride in our accreditation and strive for excellence in all we do.
- We offer a competitive salary (\$40,000-\$50,000) and benefits package which includes Anthem BCBS medical, Delta Dental and Vision insurance; long-term and short-term disability; 401(k) with company contribution; Parental Leave; generous Paid Time Off and Holidays.

## To Apply

We encourage you to apply, even if your experience is not a 100% match with the position description; we will consider people from a variety of backgrounds and career experiences.

Please email your cover letter and resume in PDF format by March 15, 2023 to Kaitlyn Moyers, [kaitlyn@appalachianky.org](mailto:kaitlyn@appalachianky.org) with "Community Engagement Officer- Application" as the subject of the email. All inquiries about this position should be directed to [kaitlyn@appalachianky.org](mailto:kaitlyn@appalachianky.org)

## Work Environment

The Foundation for Appalachian Kentucky is committed to creating a diverse work environment and proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law.