



Community Engagement Specialist

HEADstrong Foundation is a 501c3 non-profit organization that continues in memory of our founder, Nicholas “HEAD” Colleluori working relentlessly to improve quality of life for those affected by cancer. We are currently seeking a full time Community Engagement Specialist.

The Specialist primary responsibility is to advance the HEADstrong Foundation mission by supporting an expansion of direct and online fundraising programs and events, developing relationships and expanding HEADstrong fundraising within the Boston community.

Responsibilities include:

- Create and expand community outreach opportunities through various grassroots techniques
- Work within a predefined target audience to provide organic growth and continue to build our footprint and community fundraising programs.
- Design, develop and execute individual programs and processes to ensure success of program objectives and goals. Customer service is a priority requirement.
- Evaluate and measure the impact of each program and recommend adjustments.
- Support communication strategy through various social network mediums.
- Participate in various corporate fundraising and third party events.
- Collaborate with management to determine annual forecasts and targets.

Requirements:

- Minimum 3 years’ experience in athletic event coordination.
- Bachelor’s degree or higher in business, communication or related field desired.
- Success in building community outreach and key relationships.
- Knowledge and experience in using various social media and CRM platforms.

Skills:

- Excellent verbal and written communication skills
- A track record of developing and delivering successful outcomes
- Fundraising through multi-media channels is a plus
- “Can do” attitude with an attention to detail
- Work collaboratively and cooperatively with the Team
- Self-motivated, creative thinker and passionate
- Strong team player and ability to work in a fast paced environment
- Working knowledge of Google Suite, Classy is a Plus.
- Occasional available to work outside of regular work hours to assist in executing relationships and programs
- Other duties as assigned