



# BOYS & GIRLS CLUB OF THE WEST VALLEY

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## COMMUNITY RELATIONS MANAGER

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**PERFORMANCE PROFILE SOURCE:** Resource Development

**DEPARTMENT:** Resource Development/Philanthropy

**REPORTS TO:** Chief Philanthropy Officer

**LOCATION:** Gary M. Thomas Clubhouse Executive Offices

**FLSA STATUS:** Part-time 20 hours/wk

**PAY RATE:** \$21-\$25/hr

**PRIMARY FUNCTIONS:** The Community Relations Coordinator (CRC) seeks to expand the BGCWV brand across our community. Their responsibilities include the management and coordination of community impact by participating at various community outreach events to support our membership drives and brand awareness. The CRC leader manages and grows our community partnerships with our local government officials, other community based organizations (CBOs), local businesses, and individuals who they met at events. They provide leads to others in the resource development/philanthropy team to support the raising of funds by way of individuals, businesses, and foundations who have a strategic engagement to the Club.

### **KEY ROLES:**

#### **Government Affairs:**

- CRC is responsible to maintain an updated contact list of all government officials and their staff who support our footprint of operations.
- CRC maintains a strong relationship with the government officials, staff and schedulers.
- CRC ensures government officials visit Club Sites annually and attend major events in the community which we host (YOY, Gala, Future Ready Graduation).
- CRC attends and represents the Club at Neighborhood Community Council meetings.
- CRC seeks opportunities to partner and support the initiatives of the government officials wherever possible.
- CRC ensures government officials and their staff are aware of legislation in their realm of influence that may support or hinder the work we conduct at the Club and throughout the community.
- CRC represents the Club with the BGC CA Alliance.

#### **Event Outreach:**

- CRC supports all events that are outward-facing for the Club (i.e. Galas, Golf, Membership Drives, Youth of the Year, Future Ready Graduation, Farmer's Market, Club Blue, etc.)
- CRC participates in community events across the West Valley hosted by any chamber of commerce, government, or community-based organization (CBO) to represent the Club in partnership with others.
- CRC helps to organize the activities that will take place at the Clubhouse and/or off-sites on the day of the event, which involves Community Champions or Community Partners.

#### **Communication Outreach:**

- CRC collects new emails and cell phone numbers from community members and partners to be included in our communications for those interested in volunteering and supporting the Club for the purposes of follow-up and engagement.



Approved by: \_\_\_\_\_  
Field Service Director Date

Approved by: \_\_\_\_\_  
Chief Program Officer Date

For Office Use Only		
Hire Date: _____	Hire Rate: _____	90-day evaluation: _____
Approved by: _____		
CEO		Date
Entered into BBSI: _____		
HR Manager		Date