



The Center for Individuals with Physical Challenges Job Posting

Position Title: Director of Community Engagement

Department: Development/Marketing

Reports to: Executive Director

Job Classification: Exempt/Salary

About *The Center*: The Center for Individuals with Physical Challenges (*The Center*) is the only adaptive recreational facility in Oklahoma providing adaptive and accessible programs and services to meet the needs and goals of people with physical challenges. *The Center* offers adaptive sports, adaptive recreation, rehabilitative fitness, transition services, deaf and hard of hearing services, and youth services.

What's *The Center* Seeking? *The Center* is seeking a Director of Community Engagement that can play a significant role in the growth of the organization through fundraising and marketing. Specifically, *The Center* is seeking an organized and motivated public relations professional who can develop and evaluate a comprehensive fundraising and marketing strategy. This will include managing all marketing needs to support fundraising and increased membership, including print, website, social media, podcasts, media, etc. Further, *The Center* is seeking candidates who have familiarity with fundraising, including grant writing, direct appeals, capital campaigns and special events. The ideal candidate will have direct experience with fundraising and a proven track record of achieving fundraising goals.

Minimum Required Skills/Abilities:

- Excellent communication skills both written and verbal
- Strong copyediting skills
- Propensity toward thoroughness, accuracy and consistency
- Innovative and creative
- Present professionally as a representative of *The Center*
- Time management and organization skills to multi-task and meet strict deadlines
- Ability to recognize trends and stay ahead of them
- Proficient with analysis and design software
- Knowledge of internet marketing campaigns, including SEO and SEO analytics
- Valid Driver's License and acceptable driving record

Required Education/Experience:

- Bachelor's Degree in Marketing, Public Relations, Communication, Business or similar field
- Experience/ Proficiency in Canva, Constant Contact, WordPress and/or donor management systems
- 5+ Years Marketing/Fund Development Experience

Physical Requirements:

- Lift and move up to 20 pounds.
- Be physically capable of fulfilling the position, including setting up, staffing and cleaning up events.
- Be capable of maintaining a consistent and constant pace of *The Center*.
- Demonstrate stamina to tolerate an active 8-hour workday and extended hours if needed.
- Be able to respond and assist in emergency situations, including fires, falls, spills, etc.
- Have the ability and willingness to work evenings and weekends when needed.