

# Hiring Notice

## Prevent Child Abuse Kentucky

Anticipated Starting Date: October 2022  
Position Open Until Filled

### GROWTH AND ENGAGEMENT COORDINATOR

This position is responsible for helping donors accomplish their philanthropic goals and ambitions through a relationship with our organization.

#### Primary Responsibilities

- Coordinate the annual golf scramble and other events to grow agency resources
- Conduct prospect identification and donor cultivation for sponsorship and participation of agency events
- Manage donor and fundraising databases
- Enhance donor outreach through new and existing strategies
- Secure in-kind donations of door prizes, silent auction items and services to the agency
- Serve as the primary contact for KY Employees Charitable Campaign (KECC) and Kappa Delta activities
- Work as part of a team to ensure outreach and awareness to existing and potential donors (including businesses, groups and associations) and develop corresponding communications
- Increase community awareness by effectively representing PCAK's mission, vision, and values
- Maintain effective and positive working relations with Board Members, and friends of the organization
- Work as part of a team to ensure successful delivery of the annual **KIDS ARE WORTH IT!** Conference, Child Abuse Prevention Month, and other agency events
- Collaborate with external fundraising professionals
- Represent the agency on external committees, task forces and work groups as requested
- Maintain professional credentials as needed
- Other duties as agreed upon

#### Job Qualifications & Requirements

- Bachelor's Degree
- Experience engaging others in resource development or similar efforts
- Creative self-starter with proven ability to take initiative and lead projects
- Ability to work independently, but function as part of a team
- Proven ability to manage multiple tasks and respond quickly to new events and competing priorities while meeting deadlines
- Excellent verbal and written communication skills
- Active listening skills
- Proficiency utilizing Microsoft 365
- Public speaking experience
- Desire to get out of the office and build external relationships
- Commitment to child abuse prevention
- Travel and some night/weekend work required
- Ability to lift and transport a minimum of 25 pounds
- Must have reliable transportation and a valid KY driver's license
- Must pass a criminal and child abuse/neglect background check

To Apply

Prevent Child Abuse Kentucky seeks a dynamic, energetic, organized team player committed to making a difference in working to prevent child abuse and neglect in our Commonwealth. Interested applicants should provide a resume, and cover letter to be submitted by one of these methods:

***No Phone Calls Please***

Via: The KY Nonprofit Network: <https://tinyurl.com/GrowthCoord>

Via Email: Janna Estep Jordan at [jestepjordan@pcaky.org](mailto:jestepjordan@pcaky.org)

Via US Mail:

Prevent Child Abuse Kentucky  
Attn: Janna Estep Jordan  
801 Corporate Drive – Suite 120  
Lexington, KY 40503

This is a full-time, salaried position with generous fringe benefits, vacation and sick leave. The salary range for this position is \$38,000-\$53,000. The successful candidate will be expected to conduct work functions in Lexington, KY.

All qualified applicants, including those in protected classes, will receive consideration for employment.