

JOB POSTING

COMMUNITY RELATIONS MANAGER

HESSCO has a full-time (35 hours per week) opportunity available for an organized and dynamic individual who enjoys networking and connecting with the community. We offer excellent benefits along with a pleasant work environment.

The Community Relations Manager is responsible for HESSCO's presence in the community and represents HESSCO at events, coordinates the recruitment of volunteers, organizes and facilitates fundraising efforts and agency events. This person will be responsible for social media, website updates, and attendance at in-person and virtual networking meetings.

HESSCO is an Affirmative Action/Equal Opportunity Employer and encourages all qualified candidates from diverse backgrounds to apply.

Responsibilities:

- Responsible for managing HESSCO's presence in the community including community outreach, communications, website maintenance and social media efforts.
- Responsible for HESSCO's fundraising event efforts including our annual 5K road race, Age Well conference, Giving Tuesday, an annual direct mail appeal, and others.
- Ongoing interaction and fostering connections with all community partners, actual and potential donors, sponsors, and volunteers.
- Responsible for HESSCO volunteer program management through recruitment, retention, tracking & reporting of volunteers for all programs, and for organizing an annual volunteer dinner.
- Duties also include maintaining a customer relations database. This includes inputting new data, purging old records, and updating records to maintain current status.
- Reporting to the Director of Planning and Community Development, this position may support additional projects when needed.

Qualifications:

- Bachelor's degree in communications, marketing, or human services management.
- Experience with fundraising and event management.
- Strong verbal, written and telephone communication skills.
- Proficiency in Microsoft Office, social media management, and data entry; adept at learning new software programs.
- Self-starter, able to prioritize, meet deadlines and manage time effectively.
- Candidate will possess strong work ethic with a high level of integrity and good interpersonal skills.

- Ability to work independently and work well as part of a team; flexibility to accept changing priorities.
- Valid driver's license, travel required.
- Access to secure internet required for remote work.

Benefits which begin on first day of employment and include the accrual of two weeks' vacation and fifteen sick days first year, 3 personal days, 12 holidays, health and dental insurance, life and long-term disability insurance, 403(b) retirement plan and pre-tax deductions.

Salary: \$52,500

Please email cover letter and resume to: cganzen@hessco.org

HESSCO
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