

**POSITIONS AVAILABLE**  
**Development Community Liaison**  
**Wheaton, IL**

7/1/10

**Summary:** Develops and implements strategies to initiate and maintain relationships between the churches and community organizations of DuPage County and Family Shelter Service to promote FSS' message, build support for its mission, develop funding streams, and maintain volunteer involvement in activities and programs.

**Hours are:**

12 Hours per week

Some weekends and evenings required

**Qualifications:**

1. Education – Bachelor's degree, preferred, or equivalent experience
2. Experience – Familiarity with the community and knowledge of the structure of churches and community organizations in addition to their potential resources.
3. Technical – Excellent communication skills, proficiency in public speaking. Experience in the preparation of effective and accurate reports, both narrative and quantitative. Ability to set and reach annual resource development goals.
4. Social Skills – Must be comfortable and able to respond appropriately in varied social situations, showing sensitivity to diverse populations. Must employ effective conflict resolution skills.
5. Leadership Skills – Must demonstrate professionalism, flexibility, good judgment, and commitment to teamwork. Must enjoy developing interpersonal relationships with a variety of community members.

SEE ATTACHED JOB DESCRIPTION

**An Equal Opportunity Employer**

Family Shelter Service does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability.  
Family Shelter Service • 605 E. Roosevelt Rd. • Wheaton, IL 60187 • Administration (630) 221-8290

## **Family Shelter Service Position Description**

**Position:** Development Community Liaison

**Summary:** Develops and implements strategies to initiate and maintain relationships between the churches and community organizations of DuPage County and Family Shelter Service to promote FSS' message, build support for its mission, develop funding streams, and maintain volunteer involvement in activities and programs.

### **Duties and Responsibilities:**

1. Develop and implement a plan to establish new relationships and enrich existing relationships with churches and community organizations of DuPage County.
2. Establish mutually agreed-upon annual resource development goals in the area of churches and community organizations.
3. Accurately track and report resource development progress.
4. Attend community events on behalf of FSS and participate in meetings of appropriate civic, professional, business, churches and community organizations
5. Develop presentations, secure speaking engagements and be available to speak throughout the community as needed
6. Provide necessary staff support for assigned special events.
7. Other duties as described.

### **Relationships:**

1. Supervised by the Director of Volunteers
2. Establishes and maintains contact with churches and community organizations.
3. Works closely with all members of the development team and coordinates and integrates her work with team members and across the agency.

### **Qualifications and Characteristics:**

1. Education – Bachelor's degree, preferred, or equivalent experience
2. Experience – Familiarity with the community and knowledge of the structure of churches and community organizations in addition to their potential resources.
3. Technical – Excellent communication skills, proficiency in public speaking. Experience in the preparation of effective and accurate reports, both narrative and quantitative. Ability to set and reach annual resource development goals.
4. Social Skills – Must be comfortable and able to respond appropriately in varied social situations, showing sensitivity to diverse populations. Must employ effective conflict resolution skills.
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**Special Conditions:**

1. Must be available to work some evenings and weekends.
2. Must have a privately owned vehicle, valid driver's license, good driving record, and liability insurance.
3. Must be able to operate general office equipment.

**Classification Status:**

Non-exempt