POSITION TITLE: Community Engagement Associate
POSITION TYPE: Full-Time (typically Mon-Fri 8am-5pm with ability to work non-standard hours including evenings, weekends, and holidays)
REPORTS TO: Director of Engagement and Communications
COMPENSATION: Salary; dependent on experience

Agency Description

NPHY is the most comprehensive service provider for the thousands of homeless youth in Southern Nevada, serving hundreds of youth through our core programs and touching the lives of thousands more through outreach each year. NPHY’s programs stabilize homeless teens’ lives, meeting their immediate needs and providing a safe, supportive environment and a path to self-sufficiency. Through our work with homeless youth, NPHY empowers youth to build the future they want for themselves.

Strengthening and complementing our high-quality direct services for homeless youth, NPHY is dedicated to advocating with and for the Vegas Valley’s homeless youth population and serves as a leader in systems-level efforts to eliminate homelessness among Nevada’s youth.

Agency Culture

NPHY offers a positive family-style work environment: we encourage each staff member to cultivate their unique talents and training and come together as a strong, synergistic team to better serve homeless young people. While working in a challenging yet rewarding field, you will be surrounded by compassionate, energetic, fun, happy, and friendly staff members who are like-minded people and love what they do. In addition to everyday interactions with youth, NPHY offers countless opportunities for youth and staff to experience new and fun things together to help the NPHY family create stronger bonds and model positive relationships and healthy boundaries with the young people we serve. NPHY also offers quarterly training to better equip our staff with up-to-date continuing education, skills, and resources to best serve and respond to a wide array of situations and needs. NPHY believes in learning, growing, and challenging ourselves to always be and do better, and strives to lead our staff and community to always seek new and innovative ways to best serve our target population.

NPHY doesn’t just accept diversity—we celebrate it, we support it, and we thrive on it for the benefit of our employees and clients, our programs, and our community. NPHY is proud to be an Equal Opportunity workplace. NPHY is committed to upholding a
diverse, inclusive, and equitable work environment in which all employees, volunteers, and clients feel valued and respected, and we strive to recruit diverse employees and volunteers to reflect the diversity of our clients.

Position Definition

Under the supervision of the Director of Engagement and Communications, the Community Engagement Associate is responsible for implementing and coordinating NPHY’s in-person and virtual community outreach and engagement efforts; individual, corporate, and foundation fundraising; and special events. Priorities include conducting external community outreach, creating and implementing new fundraising strategies, and ideating and coordinating special events.

The primary goal of this position is to diversify NPHY's revenue streams in a significant and sustainable way via relationship-building, maintenance, and stewardship; coordinating and driving the execution of special events; and conducting community outreach to educate and connect stakeholders to NPHY for support and partnership.

This is a collaborative position with responsibilities including managing processes and partnering with teammates to achieve department and unit goals: in addition to their primary responsibilities, this position will also support NPHY’s volunteer program and youth outreach efforts, as needed.

Essential Responsibilities

A. Fundraising

- Work with the Director of Engagement and Communications to create, ideate, and implement fundraising strategies, goals, and campaigns (such as email, social media, and direct mail), etc. This position will focus primarily on individual, corporate, and foundation fundraising.
- Work with the Director of Engagement and Communications to create donor proposals, stewardship plans, and updates (including identifying engagement opportunities for donors and corporate partners) and build relationships in the community.
- Obtain contributions from new donors (including individual, major gift donors, corporations, and foundations) and renew support from prior donors.
- Steward donors by providing regular in-person, phone, and email updates, reports, and thank you gifts, including devising customized and unique recognition opportunities for funders.
• Create customized external and internal impact reports for funders, supervisors, and department staff, including assessing progress toward achievement of goals.
• Maintain telephone and email communications with a variety of donors, partners, and community stakeholders.
• Track and enter data in regard to relationship building, including donor information, gifts, etc. and maintain donor files and archives in a timely manner.
• Analyze information to identify trends and patterns, evaluate strategies, and make recommendations.

B. Community Outreach

• Create and deliver presentations and speeches to engage stakeholders, prospective and current donors and volunteers, community groups, and others to support NPHY’s work and mission.
• Work with the NPHY Community Engagement team in the conceptualization and facilitation of new public awareness campaigns, marketing opportunities, and outreach activities and events.
• Assist with organizing and scheduling tours of the NPHY Drop-In Center, providing tours as appropriate.
• Table at relevant community events, such as informational fairs, corporate fairs and events, food and music festivals, and professional conferences, to spread the word about youth homelessness and NPHY’s services to the wider Southern Nevada community.
• Provide crisis intervention training, education, and referral information to community members and stakeholders who routinely come in contact with homeless and at-risk youth.
• Create and deliver presentations to school personnel, police, partner agencies, businesses, and other community organizations who interact with youth to spread awareness about the issue of youth homelessness, available community resources, and NPHY’s full continuum of services and programs.
• Collaborate in the development and design of outreach collateral such as fliers, brochures, and supplies to distribute at community outreach events.
• Research, identify, and cultivate community partnerships to promote NPHY programs and volunteer opportunities, educate the public about youth homelessness, and further internal and community efforts to eradicate homelessness.
• Serve as an NPHY liaison to provide efficient, friendly customer service to clients, volunteers, guests, and members of the general public in a welcoming and trauma-informed manner.
• As part of the Community Engagement team, support NPHY’s volunteer program and youth outreach efforts.
C. Special Events

- Work closely with the Director of Engagement and Communications in preparation, coordination, advertisement, and execution of ongoing special events, including annual NPHY-organized events, such as bowling tournaments, holiday drives, dinners, and more.
- Conduct asks, cold calling, and other outreach to obtain event swag, materials, decor, etc.
- Manage, plan, and implement all event set-up, tear-down, and follow-up processes.
- Devise customized and unique recognition opportunities for donors to participate as event sponsors, volunteers, and attendees.
- Coordinate and train all special event volunteers.
- Maintain event budgets.
- Work closely with the Director of Engagement and Communications to book venues, entertainers, caterers, photographers, and schedule speakers for events.
- Maintain records for all special events such as memorializing information, budgetary documentation, purchase orders, attendance records, etc., including an internal event tracker and timeline to ensure all event materials, vendors, etc. are booked and/or obtained within a timely manner.
- Make purchases and work with the Finance team to submit documentation for event expenses.
- Plan and facilitate all thank you’s for event sponsors and participants.
- Seek out and coordinate with partners for external events in which NPHY can serve as a beneficiary.

Requirements

- A minimum of a high school diploma (or equivalent) is required, with a strong interest in non-profit, social work, or human service fields.
- Education or previous work experience related to fundraising, outreach, and/or special events is strongly preferred.
- Knowledge/experience working with the general public (customer service oriented).
- Strong ability to communicate professionally and effectively both orally and in writing; demonstrable public speaking and relationship-building skills.
- Current Nevada Class C driver’s license, with proof of acceptable driving record.
- Must be able to arrive on time for all scheduled shifts and events.
- Must be at least 21 years of age, ability to successfully pass a drug-test and criminal background check.
• Ability to drive a motor vehicle, walk, lift and carry items up to 40 lbs., push, stoop, kneel, and stand for long periods of time.
• Ability to work weekends and evenings as needed.

Qualifications

• Commitment to NPHY’s mission to provide high-quality, evidence-based services to Nevada’s homeless youth.
• Experience working in non-profit or other youth organization settings, strongly preferred.
• Experience working with homeless youth, runaway youth, and/or at-risk youth is preferred.
• Ability to complete data entry accurately into various systems and reports.
• Knowledge of Office Suite programs (Word, Excel), internet, and web-based email, as well as software and technology typically found in the workplace.
• Knowledge of DonorPerfect or other fundraising software, preferred but not required.
• Knowledge of confidentiality laws and ability to adhere to them. Able to maintain a high level of professional and ethical standards.

Benefits

• The Nevada Partnership for Homeless Youth offers a competitive benefits program including three weeks Paid Personal Leave and fourteen paid holidays per year.
• NPHY also offers fully paid medical, dental and vision insurance plans for its regular full-time employees. Employees can also participate in company-sponsored 403(b) retirement plan with a 3% match, and voluntary insurance plans.
• Additional benefits information can be found here.

How to Apply & Deadline

• If you are interested in this position and possess the qualifications, please email your cover letter and resume to hr@nphy.org, or fax to (702) 685-0764.