

COMMUNITY LIAISON/ DEVELOPMENT COORDINATOR

Assist in implementing and executing the development plan for Optimal ACCESS, Inc., primarily focusing on fundraising and donor relations.

Key Responsibilities:

- **Fundraising:**
 - Identify and cultivate new donors and funding opportunities.
 - Assist in developing and executing fundraising campaigns and events.
 - Prepare reports and proposals for grants and other funding sources.
 - Manage donor databases and CRM system reports.
- **Donor Relations:**
 - Develop and maintain strong relationships with donors and other supporters.
 - Coordinate donor recognition and stewardship activities.
 - Ensure timely and appropriate communication with donors.
- **Event Planning:**
 - Plan and coordinate fundraising events, including logistics, invitations, and budgets.
 - Manage event sponsorships and in-kind contributions.
- **Administrative Support:**
 - Provide administrative support as needed, including record-keeping, data entry, and correspondence.
 - Support the development of annual reports and other communications materials.
- **Other:**
 - Conduct prospect research and prepare donor briefings.
 - Collaborate with other team members.
 - May oversee volunteers and committees involved in fundraising.

Essential Skills:

- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Problem-solving and decision-making abilities
- Attention to detail and ability to maintain accuracy.
- Ability to think outside the box and be open to new ideas/knowledge

Employment Qualifications:

- Bachelor's degree or equivalent
- 2+ years experience in development/community relations
- Completed application and background check
- Strong desire to help nonspeaking individuals thrive
- Experience with autistic individuals a plus but not required

For more information or to submit your resume, contact:

admin@optimalaccess.org

