



Job Title: Impact & Engagement Specialist
Reports To: Executive Director
Job Type: Part-time hourly (20-25 hours/week)
Reports to: Executive Director

Position Summary:

The Impact & Engagement Specialist plays a key role in strengthening the Boys & Girls Club's connection to the local community. This position focuses on building and maintaining relationships with businesses, civic groups, and community partners to increase awareness, volunteer involvement, and financial support for the Club's mission. The Community Engagement Coordinator will engage local organizations in meaningful service and sponsorship opportunities, assist with special events, and help grow community-based fundraising efforts.

Key Responsibilities:

Business & Community Partnerships

- Develop and maintain strong relationships with local businesses, service clubs, schools, and community organizations to support Club programs and events.
- Promote opportunities for businesses to engage with the Club through volunteer service, sponsorships, in-kind support, and special projects.
- Conduct outreach presentations and networking to increase visibility and strengthen community ties.
- Utilize and manage a calendar of community engagement activities and partnership touchpoints.

Volunteer & Corporate Engagement

- Recruit, coordinate, and recognize business and community volunteer groups for Club projects, events, and youth programming.
- Work with corporate partners to design meaningful volunteer experiences that align with their community engagement goals.
- Maintain volunteer records, ensure compliance with safety and background check requirements, and track volunteer hours and impact.
- Develop and implement recognition strategies to celebrate and retain business and community volunteers.

Special Events & Fundraising Support

- Assist with planning and execution of Club special events and fundraisers (e.g., annual campaign, House of Shadows, golf outing, etc.).
- Cultivate and steward event sponsors and donors, ensuring strong communication and appreciation.
- Coordinate logistics, communication, and marketing for community-based fundraising activities and awareness campaigns.
- Support donor cultivation events and partner recognition efforts throughout the year.

Marketing & Communications

- Collaborate with staff to highlight business partnerships, volunteer activities, and event successes across social media, newsletters, and other platforms.
- Work with our Marketing Director and Executive Director to help create promotional materials, flyers, and presentations to engage community audiences.
- Capture stories, testimonials, and photos that showcase community impact and build excitement for engagement opportunities.

Administrative & Organizational Support

- Track and report partnership activities, volunteer engagement metrics, and fundraising outcomes.
- Assist in preparing correspondence, sponsorship packets, and thank-you communications for partners and donors.
- Participate in staff meetings, training, and community engagement planning sessions.

Additional responsibilities

- This position involves public/media visibility and contact with Club staff, other agencies, community groups, and businesses
- Participating in training from and communicating with the Boys & Girls Club of America to remain current on topics that impact Club operations in areas of developing partnerships, donor stewardship, and raising money
- Other duties as assigned

Qualifications:

- Associate's or Bachelor's degree in communications, marketing, public relations, nonprofit management, or a related field preferred.
- 1–3 years of experience in community engagement, fundraising, or relationship management (nonprofit experience strongly preferred).
- Excellent communication, presentation, and interpersonal skills.
- Strong organizational skills with the ability to manage multiple projects and deadlines.
- Creative, energetic, and passionate about connecting people and businesses to meaningful causes.
- Proficiency in Microsoft 365 and social media platforms; experience with Canva or CRM software (e.g., Donor Perfect, MyClubHub) is a plus.
- Commitment to the mission and values of the Boys & Girls Club.

Work Environment:

- Position based at the Club with frequent community engagement and event participation.
- Occasional evenings and weekends are required for special events or volunteer activities.
- Must be able to lift, carry and assist with event setup when needed.

Mission Connection:

The Impact & Engagement Specialist embodies the Boys & Girls Club's mission by connecting local businesses and community members with opportunities to support and strengthen the futures of Sparta's youth. Through relationship-building, event collaboration, and volunteer engagement, this role helps ensure that every child has the chance to thrive with the support of a caring community.