

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.  
JOB DESCRIPTION**

**DATE ESTABLISHED**      08/01/01  
**DATE LAST AMENDED**    08/30/01

**TITLE OF POSITION:**      Community Relations Specialist

**POSITION NUMBER:**      43

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:** Bachelor's degree in business, communications, human services, or related field. Two years experience with marketing and fund-raising. Progressively responsible relevant experience may be substituted on a year-for-year basis for required college training.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

**SUPERVISOR:**    Executive Director

**POSITIONS SUPERVISED:** None

**SALARY MINIMUM:** \$30,000.00

**WAGE AND HOUR STATUS:** Exempt:      x   (Administrative)  
Non-exempt: \_\_\_\_\_

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:\***

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1.    Develop community awareness of Life Management Center's mission and services by:
  - (a)    participating in community forums that are relevant to the welfare of Center clients;
  - (b)    organizing community support/advisory groups for the advancement of Center services;

- (c) networking with community media, business, civic groups, faith-based organizations and other groups; and
  - (d) planning and implementing media campaigns.
2. Establish annual fund-raising goals and implement plans for their achievement, to include:
- (a) identification and response to charitable grant opportunities;
  - (b) solicitation of donations, corporate and foundation funds and in-kind supports;
  - (c) organization and implementation of targeted resource campaigns (e.g., bequests, special events, mail-outs, pledges).
3. Respond to community needs by:
- (a) providing leadership for collaborative planning of community projects and programs;
  - (b) participating in boards, councils, and advisory groups of organizations that are important to our community members.
4. Participate in the operations of the Center by:
- (a) planning and implementing activities that promote identification of staff with the Center and its mission;
  - (b) collaborating with Center Management Team members for the achievement of organizational goals.

**OTHER ESSENTIAL FUNCTIONS:**

- 1. Travel between multiple work sites.
- 2. Travel multi-county service region.

Copy received by:

\_\_\_\_\_ Date: \_\_\_\_\_