



**Job Opening Announcement  
January 2022**

**Community Engagement Specialist**

This position is based in Mesa, Arizona

Aster Aging, Inc. empowers and supports older adults and their families to remain independent and engaged in our communities. Our non-profit organization provides a full continuum of services, with core programs that include: Center-Based Services, Meals on Wheels, In-Home Support, Outreach / Social Services, and Contracted Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

We are currently recruiting for an important new position. The Community Engagement Specialist performs a variety of marketing and fund development activities in support of our vision, mission, and goals. The position serves as Aster's team leader for the recruitment and impactful engagement of volunteers, following best practices in alignment with Aster's Points of Light Foundation Service Enterprise Certification. This position involves exceptional customer service and significant collaborative efforts with staff, volunteers, organizations, and diverse community members.

Full-time (40 hours /week) non-exempt position  
Competitive wage and benefits package

Preferred qualifications include a minimum of two years' experience in nonprofit volunteer engagement, marketing and/ or fund development. Bachelor's degree in nonprofit management, communications, or a related field. Outstanding customer service skills and the ability to encourage team work. Effective written and oral communication skills. Extensive computer skills, including proficiency in database management, Microsoft Office suite, website maintenance, and social media.

*Please refer to the Job Description for additional information.*

Interested applicants are encouraged to submit their resumes and salary expectations to:

Community Engagement Specialist Search Committee  
Aster Aging, Inc.  
45 West University Drive, Mesa, Arizona 85201  
Phone: 480-964-9014, Fax: 480-898-7306, [hr@asteraz.org](mailto:hr@asteraz.org)  
[www.asteraz.org](http://www.asteraz.org)

*Position is considered open until filled.*

Equal Opportunity Employer.

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**Aster Aging, Inc.**  
**Job Description: Community Engagement Specialist**

**Overview:** The Community Engagement Specialist performs a variety of marketing and fund development activities in support of Aster's vision, mission, and goals. The position serves as Aster's team leader for the recruitment and impactful engagement of individuals, service organizations, and businesses as volunteers. This position involves exceptional customer service and significant collaborative efforts with staff, volunteers, organizations, and diverse community members.

**Major Duties:**

- Under the direction of the Development Director, provide support in developing and executing strategies for volunteer engagement, marketing, and development, in alignment with Aster's Strategic and Annual Plans.
- Execute activities that achieve results in volunteer engagement, including recruitment, community outreach, follow-up, orientation and onboarding, and recognition. Assist in identifying new impactful volunteer opportunities. Working in collaboration with program supervisors and team members, develop and maintain updated volunteer service descriptions, agreements, orientation plans, handbooks, and other best practice infrastructure needs in alignment with Aster's Points of Light Foundation Service Enterprise Certification.
- Consistently maintain the organization's brand in written information. Assist the Development Director in the development and implementation of a comprehensive communications plan, including creating copy for social media posts, press releases, newsletter articles, and promotions. Prepare reports and analysis.
- Directly interact with donors, including responding to inquiries and accepting contributions. Coordinate and disseminate direct mail and email appeals, campaigns, major and planned giving information as assigned. Conduct research to identify prospective supporters. Assist the Development Director in donor cultivation.
- Maintain donor files and Aster's donor database, including gift processing, timely acknowledgement letters, preparing reports and mailings, and ensuring data accuracy.
- Provide support for events as assigned, including Senior Expos. Tasks may include sponsorship and exhibitor solicitation and cultivation, marketing, logistical planning, and event day support.
- Foster relationships within Aster's corporate, business, and community outreach efforts. Represent the organization in the community, providing presentations about Aster. Participate in community networking opportunities, health fairs, and related activities as assigned.
- Maintain an organizational climate that attracts, motivates, supports, and retains high quality staff and volunteers who are committed to serving older adults.
- Ensure that Aster's policies, standards, and decisions are implemented and maintained.
- Other duties as needed and appropriately assigned.

**Qualifications:**

- Bachelor's degree in nonprofit management, communications, or a related field preferred.
- Minimum of two years of experience in nonprofit volunteer engagement, marketing, and/or fund development, with a work history indicating dependability, ability to multi-task, and deadline management.
- Outstanding customer service, interpersonal and oral communication skills. Ability to encourage teamwork and work cooperatively with others. Multicultural sensitivity.
- Effective written communication skills, including business correspondence, newsletters, and social media. Strong attention to detail and ability to review own work for accuracy.
- Extensive computer skills, including proficiency in database management, Microsoft Office suite, website maintenance and social media. Prefer experience with Adobe Creative Suites programs.

**Requirements:**

- Possess valid AZ driver's license and vehicle to use in performance of job.
- Ability to obtain a Level I Fingerprint Clearance Card and compliance to Aster's background check policies.

**Responsible to:** Development Director

**Status/ Hours:** Full-time. Primarily weekday office hours, with evening and weekend work required at times.

**Primary Work Site:** Administration Office in Mesa, Arizona. Position will require some travel via automobile.

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