



Philanthropy and Community Engagement Coordinator

Location: Lexington, KY (Hybrid)

Reports To: President and Executive Board, Baby Health Services, Inc.

Position Overview

The Philanthropy and Community Engagement Coordinator supports the mission of Baby Health Services, Inc. by leading the organization's philanthropic and community engagement priorities. This position focuses on building strong relationships with donors, partners, and community organizations; securing and managing grant funding; coordinating fundraising campaigns and events; maintaining accurate donor records; and promoting a culture of giving that sustains the long-term success of the clinic and its patients.

This individual will also be responsible for developing new, impactful, and creative ways to raise funds and increase visibility for Baby Health Services, Inc. through innovative engagement strategies and community partnerships. The ideal candidate will be comfortable working within a nonprofit organization and collaborating closely with volunteer leadership and the Board of Directors.

Primary Responsibilities

- ***Strategic Leadership***

- Develop and implement a multi-year fundraising and engagement plan aligned with the mission and goals of Baby Health Services.
- Collaborate with the Practice Manager and Board of Directors to identify funding priorities and opportunities.
- Provide leadership and guidance to Board volunteers to ensure cohesive and coordinated philanthropic efforts.

- ***Philanthropic Initiatives & Grants***

- Lead all grant-writing activities, including identifying opportunities, preparing proposals, submitting applications, tracking implementation, and documenting outcomes.
- Maintain accurate documentation and reporting for all awarded grants.
- Collaborate with clinic staff to identify funding needs and match them with suitable grants and donor opportunities.



- ***Donor Cultivation & Stewardship***

- Identify, cultivate, and steward relationships with individual donors, foundations, and corporate partners.
- Develop and implement engagement and recognition strategies that encourage ongoing donor support.
- Maintain the donor database, ensuring accurate and up-to-date records of contributions, contacts, and communications.
- Prepare and send timely and personalized donor gift acknowledgements and thank-you letters.
- Manage consistent communication with donors to ensure meaningful updates and ongoing engagement.

- ***Events & Campaigns***

- Assist with the biannual fund drive, including messaging, donor outreach, and progress tracking.
- Coordinate member and donor appreciation events to strengthen relationships and community connections.
- Support the planning and execution of special events that enhance visibility and philanthropic engagement.
- Develop new, creative, and mission-aligned fundraising ideas and campaigns that expand the organization's reach and impact.

- ***Data Management & Reporting***

- Maintain accurate donor and grant records, ensuring data integrity and confidentiality.
- Track fundraising progress and prepare monthly reports for the Executive Board summarizing activity and outcomes.
- Evaluate and report on the effectiveness of campaigns and initiatives using measurable performance indicators.

- ***Board & Committee Support***

- Prepare materials and reports for monthly Board and Executive Committee meetings.
- Provide timely updates and strategic recommendations related to fundraising, grants, and community engagement.



Qualifications

- Bachelor's degree in nonprofit management, communications, business, or a related field, or prior experience in fundraising for non-profits.
- Minimum of 2-5 years of progressive fundraising, grant management, or donor relations experience.
- Exceptional communication and relationship-building skills.
- Strong organizational and project management abilities with a high degree of attention to detail.
- Proficiency with donor databases, reporting tools, and Microsoft Office or Google Workspace.
- Creative thinker with the ability to design and execute innovative fundraising initiatives.
- Comfortable working in a nonprofit setting and partnering with volunteer leadership and a Board of Directors.
- Passion for advancing the mission and values of Baby Health Services.

Compensation & Benefits

Compensation is commensurate with experience (\$10,000–\$20,000 annually). A modest benefits package may be available and will align with organizational standards.

Work Environment & Expectations

This position is part-time and hybrid, based in Lexington, KY, with flexibility for remote work. Attendance at key meetings, community events, and donor engagements may be required during evenings or weekends. The role averages 20 hours per week, with seasonal variation based on fundraising activity and event schedules.

Those interested in applying should email a cover letter and resume to Anna Wagner at aswmartin01@gmail.com.