



nurture.

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Now Hiring Relationships Coordinator

Reports to: Executive Director

Position Status:

- Part-time, grant-funded position; 15-20 hours per week
- \$20 - \$24 per hour
- Supportive supervision to include onboarding coaching and professional development opportunities
- Work from home/hybrid; occasional in-person meetings and outreach
- Must reside in the Richmond Metro Area
- January 2023 start date

To apply:

Please email [hiring@nurturerva.org](mailto: hiring@nurturerva.org) with **Relationships Coordinator** in the subject line. **No phone calls please.** In your application, include a resume, references, and any supporting documents, links, or materials which would benefit your candidacy. In your application be sure to answer the following: 1) What calls you to apply for this position? 2) What skills and/or experience do you bring to the position? 3) What is your commitment to the organizational mission, equity, diversity and inclusion?

Organization:

Nurture is committed to improving the health and wellbeing of childbearing families through fitness, education, social support, and community engagement. Utilizing a systems-level approach and an equity lens, we are building a community where Richmond's newest families are supported through the life-changing journey of pregnancy, birth, and early parenting. Collaboration is our game and collective impact is our aim. We value creativity, compassion, courage and curiosity in our work and in each other. Nurture's strategic focal areas are:



**Breastfeeding
support and
advocacy**



**Improving the local
perinatal health
ecosystem**



**Improving access to
perinatal supports
and resources**

Position Summary:

Nurture is at a pivotal point of growth. We seek an individual who can play a transformational role in establishing the agency as a regional leader/convenor in Greater Richmond by building and stewarding relationships with perinatal and early childhood stakeholders, community members, donors, and the public. The right candidate will play an important role in creating the region's first public-facing Birth and Early Parenting Resource Directory and ensuring the organization's long-term sustainability through effective fundraising. Nurture is a tiny but mighty organization looking for the newest member of a leaderful team that works with minimal resources to effect maximum impact at the local level. The right candidate will receive professional coaching, development, and leadership opportunities to support their growth.

ESSENTIAL FUNCTIONS

Duties and responsibilities fall within three interrelated areas:

Birth and Early Parenting Resource Directory

- Build and foster relationships with perinatal health and early childhood service providers
- Maintain and update partner account information within the relational database
- Continually expand knowledge of the local perinatal/early childhood health ecosystem

Fundraising and Database Management

- Establish and foster relationships with prospective and current donors
- Develop expertise in Nurture's donor database; track outcomes of fundraising campaigns, including providing reports that track progress against annual goals
- Coordinate gift processing, donor recognition, timely acknowledgements, thank you notes and letters with Executive Director and Board members

Social Media Management & Marketing

- Guide Nurture's social media and email in marketing platforms with support from the ED
- Enhance public awareness activities and outreach to historically excluded populations.
- Assist with the development and coordination of public education efforts such as annual human milk feeding advocacy and other campaigns.

QUALIFICATIONS

Required Experience and Qualifications:

- Passionate about community transformation in the perinatal health sector
- Ability to commit to a minimum of 15 regular hours per week
- Strong oral, writing, and interpersonal communication skills
- Highly organized, self-motivated and willing to learn; able to take direction AND work autonomously and in team settings
- Demonstrated understanding of commitment to Nurture's mission and values, which include reproductive, racial, and social justice
- Ability to see work through to execution; don't need a manual to get the job done
- Interest in leadership opportunities

Preferred Skills and Experience:

- Experience using social media platforms for social change; Facebook, Twitter and Instagram, Canva and email clients Active working knowledge of Google Drive (docs, calendar, sheets, forms)
- Experience with CRM or donor management platforms
- Creative and flexible
- High level of proficiency in one or more of the key job functions - social media, fundraising, relationship building.
- Passionate, interested, and ready to learn

Nurture is an equal opportunity employer. We seek to build a staff reflective of our values of equity and inclusion with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, gender identity, and sexual orientation. As an organization working in solidarity with the reproductive justice, economic justice, and racial justice movements, Nurture is committed to fostering the leadership of women, people of color, Native and indigenous people, LGBTQ people, immigrants, and others living in marginalized communities.