

Toledo Lead Resource Center

Job Description

Position Title: Mission Advancement Support Specialist (Part-Time)

Reports To: Executive Director

Position Type: Part-Time (15 to 20 hours per week)

Position Summary

The Mission Advancement Support Specialist is an essential role for strengthening the organizational capacity of the Toledo Lead Resource Center (TLRC). This position provides administrative, fundraising, marketing, and communications support that enables the Executive Director to focus on strategic leadership, partnership development, and resource generation. The ideal candidate is highly organized, detail-oriented, creative, and passionate about improving the health and well-being of children and families through lead poisoning prevention.

Essential Responsibilities

Executive & Administrative Support

- Coordinate Mission Advancement Committee and partner meetings.
- Prepare agendas, meeting materials, and take meeting minutes.
- Assist with grant reporting and administrative documentation.

Fundraising & Development

- Maintain donor and prospect databases.
- Prepare donor acknowledgments and stewardship communications.
- Assist with grant submissions and required documentation.
- Support fundraising campaigns and special events.

Marketing & Communications

- Assist with social media planning.
- Update website content and organizational materials.
- Coordinate community outreach communications.

Community Engagement

- Track outreach activities and participation data.

Data & Operations

- Maintain constituent and partnership databases.
- Update organizational dashboards.

Qualifications

- Associate or bachelor's degree in Nonprofit Management, Communications, Business Administration, Marketing, or a related field preferred. Will also consider four years of work-related experience and high school diploma or GED.
- Minimum of two years of administrative, nonprofit, fundraising, marketing or communications experience.
- Excellent written and verbal communication skills.
- Strong organizational and project management abilities.
- Experience using Microsoft Office 365, Google Workspace, Canva, CRM/database systems, and social media platforms.
- Ability to manage multiple priorities while maintaining attention to detail.
- Commitment to the mission of preventing childhood lead poisoning and promoting healthy housing.

Core Competencies

- Mission Driven
- Excellent Customer Service
- Strong Communication Skills
- Collaborative Team Player
- Organized and Detail Oriented
- Initiative and Problem Solving
- Professionalism and Confidentiality
- Adaptability and Continuous Learning

Work Environment

This position requires occasional weekend commitments, attendance at community events, public meetings and fundraising activities. Local travel throughout the Toledo region is to be expected.

Expected Performance Outcomes of this Role

- Improvement in administrative efficiency and enhanced organizational capacity
- Support the submission of multiple grant proposals and reports.
- Increased donor and partner engagement through consistent communications.
- Successful coordination of community education, outreach and fundraising.
- Strengthening marketing and engagement efforts through regular websites, newsletter, and social media updates.

Compensation & Benefits

Status: Part-Time, Hourly

Pay Range: \$21-\$24 per hour

Benefits:

- Paid Holidays
- Paid Time Off (PTO)
- Professional Development and Training Opportunities
- Flexible Work Environment

