



Headwaters Music & Arts  
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[www.headwatersmusicandarts.org](http://www.headwatersmusicandarts.org)

### **Headwaters Music and Arts Community Engagement Coordinator**

**About Headwaters Music and Arts:** Founded in 1992, Headwaters Music & Arts has grown from offering private music lessons to evolving into a holistic community school of the arts. Nestled in the heart of Bemidji, our establishment has been a testament to community spirit and support. Our vast spectrum of offerings ensures that everyone, from budding artists to seasoned practitioners, finds a platform to express, learn, and grow. *Headwaters Music & Arts is an equal opportunity entity. We believe in the power of diversity, collaboration, and community building. Join us in making arts accessible and inspiring for all.*

**Position Overview:** The Community Engagement Coordinator at Headwaters Music & Arts is instrumental in shaping community engagement and volunteer opportunities. This position takes the lead to build and nurture partnerships with key stakeholders and organizations in the community and for the day-to-day coordination of recruitment, screening, onboarding, engagement, and recognition of Headwaters Music & Arts volunteers. The Community Engagement Coordinator works closely with the Executive Director to implement successful fundraising campaigns, events, and donor activities. This leadership role demands a deep understanding of community engagement, an ability to forge strong partnerships, and an innate sense of organization. This full time, exempt position reports to the Executive Director.

#### **Qualifications:**

- Bachelor's degree or an equivalent amount of experience in marketing, business, or community development is preferred
- Relationship builder with exceptional interpersonal, verbal, and written communication skills, including the ability to compellingly articulate the Headwaters' mission with a clear commitment and belief in the goals of the organization.
- Demonstrated project and event management skills.
- A passion for arts, music, events, and community service.
- Strong attention to detail and the ability to think both creatively and strategically.
- Proficient computer skills, including experience with donor or volunteer database management, Excel, Word, and mail-merge processes.

#### **What Headwaters Music and Arts Offers:**

- A dynamic, inclusive, and nurturing environment.
- Opportunities to immerse in music, arts, and community events.
- The chance to make a tangible difference in the Bemidji community.
- Reduced fee for Headwaters lessons and classes.
- Compensation is \$39,000-\$42,000 annual salary, with additional benefits including paid time off, SIMPLE IRA 3% match, Health Savings Account stipend, and professional development assistance.

**To Apply:** Forward your resume and a cover letter detailing your passion and experience to the Executive Director Tricia Andrews, [tricia.andrews@headwatersmusicandarts.org](mailto:tricia.andrews@headwatersmusicandarts.org). Applications will be accepted until December 11, 2023.

#### **Critical Responsibilities of the Community Engagement Coordinator**

## **Community Cultivation**

- Build and nurture partnerships with key stakeholders and organizations in the community.
- Amplify Headwaters' presence in the community, ensuring the organization is represented at various outreach and networking events.
- Participate in the organization and implementation of donor recognition and stewardship activities.
- Provide lobby reception as needed. This can include opening and/or closing the building, answering phones, and greeting visitors and students.
- Monitor and ensure accurate tracking of data using Headwaters' donor database. Work with the Admin Team to assure timely donation processing and acknowledgement as needed.
- Take the lead in planning, coordinating, and executing fundraising campaigns and donor cultivation events.

## **Volunteer Coordination**

- In coordination with program staff, identify organizational needs and opportunities for volunteers and develop/revise volunteer role descriptions as needed.
- Screen, onboard, orient, and train volunteers to serve in various capacities across the organization.
- Research and implement use of VolunteerEasy or similar platform for volunteer administration, recruitment, communications, and reporting. This includes configuring and maintaining up-to-date volunteer applications and interest forms, and maintaining an accurate and up-to-date record of active/inactive volunteers.
- Keep new and existing volunteers informed about the organization and volunteer opportunities.
- Lead the development and implementation of regular volunteer engagement and appreciation activities.
- Serve as a resource to the admin team on best practices in volunteer management.
- Establish volunteer program evaluation and retention practices.
- Collaborate with the Marketing Coordinator to develop and implement a communications plan to recruit volunteers, including any necessary press releases, newsletter callouts, and/or social media posts.

**Ad Hoc Duties:** Undertake any other responsibilities that come with this dynamic leadership role.

**Hours of work:** Work hours will generally fall within normal business hours; though attendance at certain standing meetings will be required, scheduling of work hours can be flexible. This position has flexibility allowing for both on site and remote work.