**OCEAN PARK ASSOCIATION**

**JOB TITLE: Programming / Donor Relations Specialist**

REPORTS TO: Executive Director

SUPERVISES:  Office and Visitor Center Volunteers

**POSITION SUMMARY:** Assist the Executive Director and the Chair of the Development Committee with Donor Relations, Appeal Strategies and Membership Drives. Works with Program Committee Chairs to support Ocean Park Association Program Initiatives, including The Education Committee, The Recreation Committee and the Religious and Cultural Committee.  Provide office support and office liaison  for Program Committee Chairs.

**RESPONSIBILITIES:**

* Represent OPA professionally to the general public in the office or at any at any Ocean Park Events or Meetings
* As directed by the Executive Director, maintain the OPA database of members, donors, leadership, and volunteers.
  + Prepare reports and analysis as requested for use in fundraising and donor solicitation
  + Prepare reports and analysis as requested for use in membership drives and initiatives
* Coordinate publication of the annual program booklet including soliciting and managing advertisements.
* Produce the Sunday bulletin, brochures, newsletters, posters, and weekly summer calendars; ensure that OPA publications are accurate and professional.
* Produce the e-newsletter.
* Coordinate and manage membership, fundraising and other mailings.
* Support marketing and public relations efforts, including maintenance of the OPA website working with the OPA webmaster.
* Schedule and supervise the office and visitor's center volunteers.
* Manage sales of OPA memorabilia, CDs, books, tickets, wireless internet service, and other goods and services offered by OPA.
* Perform other duties as assigned by the Executive Director.

**QUALIFICATIONS:** Experience in business and office functions. Ability to communicate effectively and tactfully in personal, written and electronic contexts. Ability to prioritize and implement directives in an efficient and effective manner. Proficiency with *Google Suite* and *Microsoft Office* programs and database maintenance; familiarity with *QuickBooks* and *eTapestry;* desktop publishing experience.