

**TALLAHASSEE SENIOR CENTER  
TALLAHASSEE SENIOR CITIZENS FOUNDATION**

**POSITION TITLE: Partnership Engagement Specialist**

*This position's primary responsibility will be business partner and sponsor relations, recruitment, and retention.*

**CLASSIFICATION FACTOR(S):**

Non-exempt

Supervised by the Communications & Development Coordinator, in close coordination with the Executive Director

**SKILLS AND OTHER REQUIREMENTS NECESSARY FOR POSITION:**

- Three years experience in the areas of fundraising, donor relations, marketing, and/or other related field; more years preferred.
- Strong verbal, written and interpersonal communication skills.
- Experience in networking, public speaking, and community relations.
- Excellent Word processing, Excel spreadsheet, database management, PowerPoint, and desk top publishing experience expected. Experience with QuickBooks advantageous.
- Bachelor's degree preferred; 3 years experience may substitute for degree.
- Passion for working with senior adults and the TSC mission.
- Ability to work as a team member.

**EXAMPLES OF WORK PERFORMED:**

1. Manages all aspects of TSC Foundation business partner and sponsorship relations, recruitment, retention, and recognition in close coordination with Executive Director.
2. Manages partner and sponsor benefits, including tracking, invoicing, and information for social media, website, Annual Report, and other relevant publications.
3. Represents TSC Foundation and Senior Services at appropriate community events.
4. Plays a lead role with TSC Foundation fundraising and special events, such as Deck the Halls, Silver Stars, other benefit and special events.
5. Assists TSC Foundation development team with individual donor activities.
6. Assists with coordinating outreach efforts.
7. Assists with TSC Foundation, Senior Services, and Outreach programs as needed and appropriate.
8. Participates in the Age Friendly Community project as appropriate and needed.
9. Performs other related assignments as requested by the Executive Director.

Created 1/07  
Revised 6/12  
Revised 12/21  
Revised 10/24