

Community Engagement Manager

Job Description Form

Division/Department	Administration
Location	2010 Bridge SW, Alb., NM 87105
Reports to	Laura Fisher-Gallegos
Title	Development Director

Level/Grade	Type of position:	Hours <u>40</u> / week
7	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Nonexempt

SUMMARY

Under the direct supervision of the Director of Development, engages with the community through events such as tabling, outreach, and advocacy to promote the organization's mission. Manages volunteers and maintains the volunteer database while actively participating in the planning and execution of fundraising events to support organizational goals.

RESPONSIBILITIES

- Assist in establishing an Annual Development Plan which includes fundraising, marketing, public relations goals and operating budget
- Assist in coordinating agency special events including managing volunteers to meet or exceed fundraising goals
- Develop and execute strategies to achieve annual fundraising goals
- Fosters ongoing relationships with community partners
- Assists with media correspondence: news releases, represents the agency in public presentations and forums in campaigns, prepares other materials that tell the story of the agency and provides information to stakeholders and the public
- Builds, manages, and nurtures a comprehensive and engaged volunteer pool through volunteer outreach program
- Ongoing monitoring and updates to volunteer database
- Assist with donor mailing correspondence, special announcements and newsletters
- Provide development reports that include updates of current events and fund-raising goals
- Assist in maintaining and organizing in-kind donations including passing or surplus donations to other organizations
- Assist in creating an Annual Report and newsletters in collaboration with Development Director
- Assist in program development efforts with directors to understand program goals and needs in congruence with agency goal
- Coordinate agency tours and community experience for clients, donors, funding representatives, volunteers and community partners
- Provide guidance and support to the parish liaison, ensuring effective communication and collaboration between the organization and parish communities to achieve shared goals
- Attend staff meetings.
- Responds appropriately to the cultural differences present among the agency's service population.
- Incorporates and demonstrates the mission, vision, work, core values and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.
- Follows the CCUSA Code of Ethics.
- Completes all other duties as assigned
- Reports to the Director of Development

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit for long periods of time, use hands to handle, control, or feel objects, tools, or controls, understand the speech of another person, speak clearly, so listeners can understand. The employee is frequently required to walk or stand, reach with hands or arms, climb or balance, stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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WORK EXPERIENCE REQUIREMENTS			
<ul style="list-style-type: none"> - Minimum of two years of relevant experience; public relations, marketing, communications and facilitation - Minimum of two years' experience in fund development and advancement strategies - Minimum of one year experience in supervisory - Demonstrated experience in outreach and volunteer coordination - Foster collaborative working environments between donors, staff, community partners and volunteers - Financial acumen: basic financial management, bookkeeping, and accounting tasks to ensure that they are accurately tracking their fundraising progress. - Intermediate to advanced computer competency in MS Office and Windows - Valid NM Driver's License with clean record - Ability to communicate effectively and interact with people across cultures through positive behaviors, attitudes and policies - Ability to work flexibly under pressure in a fast-paced environment - Understand and demonstrate agency Confidentiality and HIPAA privacy practices - Able to coach & develop subordinates in a way that enables them to meet or exceed goals - Able to work independently - Work varied schedule including both day, evening and weekend as necessary - Strong confident public relations skills - Understand and present organization's messages (internally and externally) - Works professionally & respectfully with subordinates, peers, volunteers and supervisors 			
EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> - Bachelor's degree in communications, Public Relations, Marketing, Non-Profit Administration or related field; OR a satisfactory equivalent combination of education and experience. - Bilingual in English/Spanish preferred. 			

Employee's Signature: _____ **Date** _____

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

REVIEWED BY	Title
APPROVED BY	Title
DATE POSTED	
DATE HIRED	