



COMMUNITY ENGAGEMENT MANAGER *Job Description*

Job Classification: Exempt, Full-Time

Work Schedule: 40 hours per week, occasionally early mornings, evenings or weekends

Reporting Relationship: Senior Director of Development

Primary Accountabilities:

This role is responsible for cultivating donor relationships, securing business and organizational partnerships and sponsorships, representing Copper Foundation (CF) in community engagement activities, and supporting the achievement of defined fundraising and revenue targets aligned with the organization's development plan. The Community Engagement Manager is responsible for working to secure and cultivate business and organizational partners/sponsors to support the mission of CF while also representing CF in community engagement, events, public awareness presentations, and activities. This role supports donor cultivation and stewardship efforts and may manage a defined portfolio in collaboration with the Senior Director of Development. This role works alongside the Senior Director of Development and the Development staff to plan and execute CF events and additional developmental fundraising efforts.

Major Duties:

- Accountable for meeting defined fundraising and revenue targets by cultivating donor relationships, securing sponsorships and gifts, expanding community partnerships, supporting grant and event strategies, and consistently tracking and reporting measurable outcomes aligned with CF's development plan.
- Responsible for identifying, cultivating, soliciting, and stewarding corporate sponsorship, business partners, and organizational funders to meet defined annual revenue goals.
- Works with the Senior Director of Development to develop, coordinate and execute annual and special events.
- Collaborates with the Volunteer Coordinator to recruit and coordinate volunteers for special events and community engagement activities, particularly corporate partner volunteers.
- Assists in the development and management of event budgets and timelines, monitors registration, ticket sales, and revenue progress toward established goals.
- Works with marketing on securing and managing ticketing sites for event registrations and raffle sales. Manage data records and reporting for event software. Assists Development and Marketing staff in the use of the event software, word processing software, etc. Provides reports as requested.
- Collaborates with the Marketing Team to develop marketing messages for special events and development of communications related. Works with marketing to create partnership collateral and more.
- Works with the Senior Director of Development and other key individuals to identify, cultivate and solicit prospective business and organizational sponsors and seek people with influence and other key individuals to engage and secure partnerships at levels necessary to meet income objectives.
- Fulfills stewardship responsibilities for all volunteers, sponsors and guests by reporting on the use of funds raised, results achieved and impact on the organization's constituents. Coordinates with Development Services Specialist preparation of letters to acknowledge donations and sponsorships of events.
- Serves as a visible ambassador of CF within the business and community landscape. Assists with public presentations in support of enhancing public awareness for businesses and area groups. Represents CF with attendance at local networking opportunities including, but not limited to fairs, expos, business resource events, public awareness events, networking events, presentations, media opportunities, and more. This will require working hours outside of normal business hours.



COMMUNITY ENGAGEMENT MANAGER *Job Description*

- Assists Senior Director of Development with donor contact, relations and cultivation.
- Maintain and steward a defined portfolio of corporate and community partners, including tracking opportunities, renewal strategy, touchpoints, and pipeline development.
- Assists with the development of strategic and operational plans to assure progress in achieving goals and objectives. Actively participates in discussions, provides information and input to the Senior Director of Development and supports the organization and all of its activities.
- Recommends a variety of formulas to produce a targeted list of constituents for invitation lists and work with Development team with direct marketing appeals, email marketing, and additional campaigns and appeals.
- Provides feedback and recommendations regarding events and fundraising software systems to improve efficiency and reporting.
- Performs all other duties as assigned.

Qualifications:

- High School diploma and/or GED is required. Bachelor's degree is preferred.
- At least 1-3 years of fundraising experience and an understanding of the role of development within a not-for-profit human services organization,
- Read, write and speak fluent English,
- Strong verbal, written and organizational skills.
- Understanding basic accounting principles.
- Proficiency in Microsoft Office, specifically Word, Excel, TEAMS, Outlook and PowerPoint.
- Proficiency in software programs for registrations, ticketing, and fundraising including but not limited to: GiveButter, Microsoft Forms, PayBee, Eventbrite, and more.
- Experience working with CRM and donor databases.
- Strong relationship-building skills.
- Ability to work independently to meet deadlines.
- Ability to conduct public presentations to businesses and area groups.
- Ability to manage multiple projects simultaneously.
- Ability to provide excellent, professional customer service.
- Ability to drive and travel as required; must possess a valid Kansas driver's license and maintain a clean driving record.
- Pass background checks and drug test per Capper Foundation procedures.

Physical Demands:

- Required to speak and hear; ability to read computer screens for an extended period of time.
- Regularly required to sit, stand, walk, reach and use hands and lift up to thirty (30) pounds.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date