

## GREAT CAREERS START HERE!

Are you interested in becoming a valued member of an award-winning team of professionals who are dedicated to helping ease hardship & foster financial stability in our community? We'd love to hear from you! Apply today for the Community Engagement Manager position by sending your resume to: [jobs@nfcchelp.org](mailto:jobs@nfcchelp.org)

**Job Summary:** The Community Engagement Manager is responsible for managing all aspects of NFCC's community events, from inception through execution and closing activities. Includes creating event timelines, schedules, managing vendors, and calendars. Assist in securing sponsorships. Events may include annual golf tournament, annual fundraising gala, community engagement events, donor recognition events, and other community events. Position requires a highly organized, creative, and motivated person to lead event planning, sponsorship, and community engagement.

### Job Duties and Responsibilities:

- Coordinate and manage all aspects of each event from inception, execution and closing activities. To include coordination and negotiation of vendor contracts, event location, times, food and drink, theme/decorations, event schedule, gifts, recognition, volunteer management, vendor scheduling, and other task-related items specific to an event.
- Develop and create sponsorship engagement plans for events and community engagement client programs.
- Engage with and secure sponsorships to support NFCC events and programs.
- Work with Vice President of Community Engagement to track event costs, budget, fundraising goals, and reporting.
- Represent NFCC at speaking engagements and engage with donors frequently.
- Lead event committee meetings.
- Chairs Golf Tournament Committee and manages the event teams for all outreach and other fundraising events.
- Develops 3<sup>rd</sup> party fundraising relationships.
- Collaborate with marketing to create marketing materials, website and social media deliverables.
- Enter in-kind donor receipts for events and outreach programs.
- Provide direction and oversight regarding client registration/scheduling for NFCC events.
- Preparing reports of volunteers, registered families, and companies in advance of key outreach programs.
- Develop relationships with other community events leaders in our area to form partnerships.
- Supports the Vice President of Community Engagement in day-to-day donor engagement.
- Collaborate with all NFCC leaders to ensure successful event outcomes.
- Post-event analysis: analyze event's success and conduct debrief, provide proof of performance and thank you communications to all event sponsors.
- Attend NFCC events and work with volunteers.
- Other duties assigned by management.

### Required Skills and Abilities:

- Excellent planning and organization skills.
- Familiarity with mobile apps/text to give and event fundraising platforms for both virtual/in-person events a plus.
- Comfortable with public speaking and presenting at functions.
- Experience with event planning software a plus.

- Experience with 3<sup>rd</sup> party fundraising platforms a plus.
- Work well in a team environment, take initiative, problem solve, and motivate others.
- Strong experience using MS office (excel) and ability to navigate within Salesforce/CRM.
- Ability to multi-task, meet crucial deadlines.
- Criminal background check clearance and a negative drug test screening.

**Education and Experience:** Bachelor's degree preferred. 2-3 years special events and fundraising experience.

**Supervisory Responsibilities:** None

**Job Competencies:**

- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Physical Demands and Work Environment:** Work is performed indoors in an office sitting in front of a computer 80% of the time. Must be able to lift, push and pull up to 25 lbs.

**EEO Statement:** NFCC is an Equal Opportunity Employer, NFCC does not discriminate based on race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disabilities, national origin, veteran status, or any other basis protected by the law. All employment is decided based on qualifications, merit, and business needs.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.