

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Development
DEPARTMENT: Development
TITLE OF POSITION: Community Engagement Manager
IMMEDIATE SUPERVISOR: Mission Advancement Associate
NORMAL WORKING
HOURS AND SCHEDULE: Full Time Flexible

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) Bachelor's Degree required; 2) Three to Five (3-5) years of combined experience in community engagement, donor relations, grant management, event coordination, volunteer programming, and social media, with additional supervisory experience; 3) Working knowledge of budgets; 4.) Superior persuasive writing and presentation skill with the ability to exert influence, inspire others, and articulate the organization's mission, goals and activities; 5) Excellent organizational, time management and interpersonal skills required; 6) Proficiency with Microsoft Office and experience with database management systems; 7) Must be open to working a flexible schedule to include evenings and weekends as needed; 8) Able to work with Boards and Senior Level Executives in the community; 9) Must be detail oriented and possess effective project management skills – including planning, analysis, decision making, multi-tasking, drive for results and self- assessment; 11) Ability to sit, stand, walk for extended periods and lift up to 50lbs as needed.

POSITION RESPONSIBILITIES

1. Direct management of Development Coordinator, providing oversight, management, and support for their responsibilities. Guiding and leading with expertise in the field of development, community engagement, communications & media platforms, event coordination, and volunteerism.
2. Cultivate community engagement, outreach, and donor relationships, assisting in cultivating new donors, and building upon existing relationships. Function as a member of the Development Committee and be a part of communications with the Foundation and Services board, and AGS leadership.
3. Plays critical role in Development Department Communication efforts. Oversees management of social media platforms and outward facing posts and material, while maintaining brand consistency across communication platforms. Expands community outreach through events, presentations, public speaking engagements, etc. Develop ideas and opportunities to promote awareness of Anne Grady Services. Develop written and design elements for printed materials, as well as for social media presence. Spearhead management of AGS calendar of events, to promote internal events to external sources.
4. Oversees management of volunteer department, including leading development coordinator, oversight of execution, strategic vision, plan, and operational goals to ensure effective resource development, robust volunteer engagement, and meaningful partnerships between Anne Grady Services and its volunteers.
5. Grant and award management, including acquiring new opportunities, renewing previously submitted/acquired opportunities, owning the execution of the grant process. With the support of the Mission Advancement Associate, establish fundraising targets and key projects to be funded to match the strategic vision of Anne Grady Services. This management includes the oversight and partnership

with AGS staff to track and develop reports of grant spending based on unique grant expectations for grantors.

6. Provide support for community outreach and development through events, including our four main events, Coffee 4 a Cause, Designer Purse Bingo, Annual Golf Outing, and Enchanted Evening, as well as attending community events, as needed.
 - a. Develop partnerships with community to support outreach and funding initiatives, including local businesses, community organizations, leaders, donors, and other partners.
 - b. Supports the Mission Advancement Associate and collaborates with the senior leadership team to create new and innovative success strategies for expanded relationships and outcomes.
7. Assists in annual appeals to achieve financial targets, support the maintenance of donor database, and execute prospective funding research to identify and distribute new potential prospects for funding.
8. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
9. Exemplifies Corporation philosophy and follows all policies and procedures.
10. Performs related responsibilities, activities, and duties as required.

Signature of Employee

Date

Signature of Department Director

Form Pr-105

Developed: 09/14/2022