

Challenged Athletes Foundation

POSITION TITLE: Community Engagement Manager
REPORTS TO: Associate Executive Director
FLSA STATUS: Exempt / Full Time

Position Summary:

The Community Engagement Manager will be responsible for managing and expanding CAF's fundraising program, designed for community activation with individuals, teams, schools, youth, and social or professional groups who want to support the organization through fundraising initiatives. The Community Engagement Manager will connect these supporters to CAF's mission, to provide opportunities and support people with physical challenges so they can pursue active lifestyles through physical fitness and competitive athletics, by providing fundraising tools and personalized support/encouragement. Fundraising programs to be managed include Race For A Reason and Event Beneficiary.

The Community Engagement Manager will be responsible for securing and growing new income streams, developing relationships, responding to opportunities, and leading campaigns to maximize community based philanthropic trends. Other responsibilities include: driving best practices and encouraging innovation and elevation of community fundraising programs; working closely with the Associate Executive Director and all CAF departments to promote and achieve goals and objectives; developing and maintaining positive donor, fundraiser and volunteer relationships; monitoring/controlling budgets; giving individual support to various fundraisers and their fundraising initiatives.

Essential Job Functions and Accountabilities

Support and activate fundraisers, donors and volunteers

- Manage, build, and grow a fundraising program that draws financial support across diverse sources to ensure funding streams. Develop meaningful ways for fundraisers to engage with CAF and participate in the mission outside of signature events and drive forms of company/employee engagement outside of sponsorship to maximize fundraising or income opportunities
- Execute individual business plan to meet or exceed revenue goals and quotas specifically related to growth and new income sources.
- Build relationships to ensure supporters are engaged and our mission is clearly articulated.
- Oversee and maximize outside fundraising platforms to appropriately engage, encourage and appreciate individuals using these tools. If appropriate develop opportunities and campaigns on these platforms. Scan and track fundraising coming through these sources for appropriate documentation, connection and appreciation by CAF.
- Provide oversight and work closely with Events team for tracking and benefit fulfillment for sponsors on assigned CAF signature events.

Development

- The ability to help implement and seek new ways to support the Development team's role in executing CAF's strategic big picture in regards to donor stewardship, donor appreciation, prospect management, impactful events, communications, and fundraising vehicles.

Regional Support

- Shared responsibly with other Development and Events team members to support growth in key regions by assisting with CAF staff and board in those regions, supporting regional Advisory Councils and helping facilitate regional fundraising events

Event Planning and Project Management

- Serve as project lead and oversee logistical details of assigned events. Attend events as required and manage vendors and onsite logistics. Will be assigned several events in which to serve as project manager while serving in a support role for other major CAF initiatives.
- Manage income and expenses tied to Community Engagement events, seeking to grow efficiencies and economy, wherever possible.

Information Management

- Utilize and contribute to CAF's CRM and when assigned manage lists of prospects, invitees, attendees, sponsors, volunteers, auctions items, and fundraising totals.

Function as team player in the Development and Events Department

- To include a respectful and positive attitude, honest work ethic and ability to support the overall goals of the Development and Events Department, CAF and the Board of Directors.
- To always act as a professional representative of CAF both internally to all staff, volunteers and Board Members and externally to outside donors, fundraisers, suppliers, volunteers and all third-party constituents that you interact with.
- To be conscience and detail oriented internally and externally in regard to all work, e-mail correspondence, communications, correspondence, direct mail and any piece of work that has the CAF name associated to it. This includes thoughtful presentation of the message, correct use of spelling and grammar, no slang, profanity or questionable content.
- To work efficiently and meet deadlines or when that is not possible, to effectively communicate prior to missing deadlines why they need to be extended and to set new target dates for completion.

Skills, Abilities & Experience

Strong communication skills

Excellent written and verbal communication skills, including ability to capture details and communicate accurately and completely, both verbally and in writing. Professional, friendly and outgoing disposition with a willingness to represent CAF at events. Strong interpersonal skills and a customer service attitude.

Organization and Detail Orientation

Project Management skills, organizational skills and ability to prioritize and handle multiple tasks concurrently with responsible follow-through. Flexibility and ability to expertly manage unexpected circumstances or changes.

Financial

Motivated to meet and exceed fundraising goals and quotas. While goal is to create successful and impactful campaigns and events, must have sensitivity to budget constraints and the need to keep expenses under control.

A strong commitment to the CAF mission

Must see CAF as a societal mission and be committed to the objectives, goals and programs of the organization. To be effective in dealing with vendors, sponsors, partners and athletes we serve, the Events Manager must see his/her role in the organization as a calling to provide first class events that

not only serve the athletes involved, but make the experience so positive that all participants will not only wish to return for the next event, but will bring along others who will become supporters of CAF.

Physical Demands

Must occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Own transportation required. Must be willing to work evenings/weekends with increased responsibilities around event dates. May include out of town travel.

Minimum Qualifications:

Preferred candidates will have: A Bachelor's degree along with relevant work experience.

5+ years of experience in a multi-tasking non-profit or business environment and one to two years of supervisory experience, or equivalent combination of education and experience.

High level of proficiency with MS Word, MS Excel, MS Power Point, Outlook, Keynote, email communication platforms or similar online communication tools. Ability to quickly learn new software and technology. Salesforce and Graphic design skills a plus.

Compensation

All applicants are required to provide their salary requirements when submitting a cover letter and resume to HR@challengedathletes.org.