

JOB DESCRIPTION

Job Title: Community Engagement Manager	Revised: April 2019
Department: Development	Reports To: Sr. Director of Development
Supervises: Interns/Volunteers	Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
Job Summary: The Community Engagement Manager is responsible for managing the volunteer program and other community engagement activities for the purpose of building and cultivating relations and generating revenue for the agency through existing and new partnerships/sponsorships	
Education and Training:	Minimum Experience/Skills
<ul style="list-style-type: none"> • Bachelor's degree in sales, business, marketing, or non-profit Management, or related field preferred. • 3 to 5 years of experience minimum preferred. 	<ul style="list-style-type: none"> • Prior community engagement and/or other forms of stakeholder building experience • 3 years experience coordinating/support volunteer programs • Possess excellent organizational skills and the ability to multi-task and meet aggressive deadlines. • Proficiency in Microsoft Office suites and knowledge of database systems to track donor and corporate relations as well as productivity reports. • Excellent written and verbal skills for effective communication and the ability to facilitate small and large group presentations. • Demonstrate skill in applying and modifying knowledge of practical problem solving, recommending solutions, and implementing and evaluating changes. • Ability to travel in a geographic area and work flexible hours. • Ability to conceptualize the agency philosophy and to communicate the concept to others effectively, and with desired results. • Ability to maintain poise and demeanor appropriate to portray an image of professionalism as defined by the Agency.
<ul style="list-style-type: none"> • Assist in the creation and execution of an overall plan for community outreach and engagement, including raising awareness about the organization, and the development of engagement and partnership pathways for individuals and organizations that align with our mission and vision • Responsible for recruiting and training volunteers, creating and managing various volunteer programs, appreciation events for the volunteers, executing the volunteer strategies for UCP with key areas of quality of the volunteer programs, Just 10, tracking, compliance and volunteer's team management. • Conduct timely follow-up of all volunteer inquiries and match them to a campus, activity or event • Create and distribute a quarterly volunteer newsletter • Ensure that the donor database is maintained for in-kind donations, corporate and individual donations and thank you/acknowledgement are completed timely and accurately. <ul style="list-style-type: none"> ○ Track payments/produce monthly reminders for Miracle for Children Society Members and General Pledges • Establish and maintain relationships and ongoing positive communication with internal and external individuals and organizations. • Identify opportunities for, plan, coordinate and conduct individual/group presentations/luncheons/tours to the agency's key target markets including on-going Point of Entry events. • Attend, assist and represent UCP of Central Florida at various key fundraising events/functions, speaking engagements, tours, and other programs. • Manage interns as assigned to support the departmental needs of events, donor relations, and corporate sponsors. • Design and maintain an annual organizational calendar of donor stewardship activities and strategies that advance annual donors. 	

- Maintain development materials and all materials needed for presentations and outreach.
- Perform other duties as assigned by the Sr. Director of Development

Physical Requirements and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

Heavy Lifting, pulling, pushing, up to or over 25 pounds or moving, assisting and/or lifting items or awkward weights.

Moderate Lifting, pulling, pushing up to 25 pounds or moving, assisting and/or helping lift items or awkward weights.

Light Lifting up to 10 pounds

Physical Requirements:

Climbing/high places	O L <u>M</u> G	Crawling	O <u>L</u> M G
Bending/stooping	O L <u>M</u> G	Kneeling	O <u>L</u> M G
Reaching above/below the waist	O L <u>M</u> G	Color perception	O L <u>M</u> G
Lifting	O L <u>M</u> G	Sitting	O L <u>M</u> G
Walking	O L <u>M</u> G	Pushing/pulling movements	O L <u>M</u> G
Standing	O L <u>M</u> G	Fine hand & finger movements	O L <u>M</u> G
Other	O L M G		

0% = Zero (O) 1-35% = Little (L) 36-70% = Moderate (M) 71-100% =Great (G)

Bolded and Underlined items reflect % of time.

Working Conditions:

Hot	O <u>L</u> M G	Mechanical	O L <u>M</u> G
Cold	O <u>L</u> M G	Gloves necessary	O <u>L</u> M G
Dusty	O <u>L</u> M G	Bleach, soaps, water	O <u>L</u> M G
Outdoor Elements	O <u>L</u> M G	Chemical Exposure	<u>O</u> L M G
Operate motor vehicle	O <u>L</u> M G	Hazardous substances	<u>O</u> L M G

Bolded and Underlined items reflect Working Conditions.

The following are necessary to do the tasks of this potion:

- Seeing Hearing Talking

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position description is not intended to be a contract for employment, and the statements are not intended to be all inclusive, but to be typical duties of the position. UCP reserves the right to make any necessary revisions to the position description at any time without notice.

Team Member Signature _____ Date: _____

Print Name: _____