



JOB/POSITION TITLE: **Community Engagement Specialist, Triad**
Department: Development Department
Position Location: Greensboro, North Carolina
Reports to: Director of Development, Triad
Classification: Full-time; Exempt

JOB/POSITION SUMMARY:

The **Community Engagement Specialist (CES)** works as an independent contributor and as part of a team to execute the resource development strategy of the Triad region, appealing to individuals, clubs, organizations, and businesses throughout the community to develop partnerships and a sincere vested interest in our mission to raise funds and awareness.

The **Community Engagement Specialist** works closely with the Director of Development to implement all aspects of the development plan in the Triad region. The **CES** assists with fundraising activities including, but not limited to: fund drives, individual giving, cause marketing campaigns, donor relations, wish family engagement, and fundraising events. Position assists with donor recruitment, cultivation, retention, stewardship and appreciation. The **CES** also assists with some administrative duties, volunteer management, and messaging and communications strategies.

ROLE AND RESPONSIBILITIES:

Fundraising:

- Maintain, cultivate and steward current donors and prospective individuals, corporations and organizations to invest in our mission.
- Support development efforts through community education presentations, prospect meetings, and any related engagement or relationship development interaction.
- Support organization in work to obtain event and in-kind donations, identify, cultivate, steward, and solicit existing and additional donors.
- Support efforts to identify, solicit, steward, maintain, and upgrade annual donors.
- Work closely with the Director of Development to execute fund development goals, programs and plans in the Triad region.
- Develop, manage and execute the strategic direction of key fundraising programs including but not limited to external events, W.I.S.H. Society, national partnerships, cause marketing campaigns, corporate partnerships, individual giving, and Wish It Forward.
- Assist with management of internal event auction procurement, meeting fiscal goal and budgets expectations, as well as assist in volunteer recruitment and management.
- Collaborate with Marketing and Communications team on related projects in all aspects of advertising, public relations and marketing, including collateral materials related to donor development, recruitment, and retention (website, Facebook, TeamRaiser, print media, etc.)



Record Keeping and Administrative Support:

- Utilize Raiser's Edge to maintain foundation, corporation, and individual donor information for evaluation, stewardship and reporting.
- Oversee the recruitment, onboarding, and management of the Greensboro office internship program; following an organized plan to provide tasks, instill growth and leadership to further develop their knowledge of a non-profit career.
- Perform other duties as assigned by the Director of Development.

NECESSARY SKILLS:

- Tremendous leadership ability; the bent for taking responsibility, moving ahead and encouraging others; must have the self-confidence, the integrity, the intellect, and the perseverance that inspires trust and confidence.
- A decisive thinker, doer and strategic leader; will challenge, push and inspire volunteers and donors to think "big" and long-term; the ability to focus donors and volunteers on key issues/initiatives that will benefit the organization in the long term.
- Excellent communication, management and interpersonal skills.
- Strong organizational/administrative skills; will be hands-on, someone who will get into the details and can handle multiple projects simultaneously and ability to work under pressure to meet deadlines.
- Financial acumen; must be comfortable with the financials of the business; operates with transparency and manages limited resources well.
- An entrepreneurial spirit; a highly driven, energetic, detail oriented, roll-up-the-sleeves yet disciplined work style; a person who enjoys a small company atmosphere and will be comfortable in an environment with lean staffing; the ability to wear several different hats and switch gears quickly and frequently.
- Working knowledge of Microsoft Office including Outlook, Word, Excel and Power Point (Raiser's Edge a plus).
- Experience with pledge-based campaigns and grassroots fundraising.
- Ability to drive to events, meetings, planning sessions and other Make-A-Wish proceedings and to access reliable transportation for long drives.
- Ability to maintain flexible hours, including nights and weekends as needed and creativity to work in a fast-paced environment.
- Networking experience, ability to create new professional relations as well as nourish current relationships.
- Skillset to effectively work in a team and collaborative environment.

QUALIFICATIONS:

- This position requires a Bachelor's Degree in Marketing, Non-Profit Management, Communications or another related field (equivalent work experience may be substituted).
- A minimum of two years' experience in non-profit (or comparable) organizations is preferred.
- Must be able to lift or carry a minimum of 40 pounds
- Valid driver's license and reliable vehicle



TO APPLY:

Email resume, cover letter (stating the position you're applying) and salary requirements (will not be considered if salary requirements are not stated), to resume@nc.wish.org by **December 1st, 2019**.
Please add position applying for in SUBJECT line of email.

NO PHONE CALLS OR EMAILS, PLEASE!