Community Engagement Manager

JOB SUMMARY
The Community Engagement Manager position ensures that council goals are met, and services are provided in an efficient manner through grant development, community involvement, and effective branding. This position reports to the President and will facilitate duties from administrative duties to strategic planning.

RESPONSIBILITIES
1. Office Administration
   • Manage and coordinate office operations.
   • Answer and direct phone calls, take messages and field/answer all routine and non-routine questions, or refer, as necessary.
   • Responsible for office supplies, securing maintenance of office equipment, establish and maintain filing systems, sort, and direct mail.
   • Prepare and organize meetings as required to include room reservations, member notification and distribution of materials and minutes.
   • Coordinate and ensure all donation reporting requirements are fulfilled and that thank you letters, and annual reports are sent out in a timely manner.
   • Partner with the Finance Manager, Council Officers and Board Members to plan the yearly budget and Council events as required.
   • Research and report on recent technologies to assist with council performance and capacity growth.
   • Order business cards and other print collateral needed for members of council.

2. Grant Coordination/Fundraising
   • Develops annual grant strategy with the President and Board input and maintains grant calendar.
   • Responsible for researching and collecting data for grants and preparing supporting documents.
   • Write high-quality grant proposal narratives and applications working the President and Board Members.
   • Manage proposal submission process to ensure timely submission of all required application and materials.
   • Continue to cultivate new grants and donor connections.
   • Coordinate follow-ups on grant progress and report out to the President, the Board and the Council as required.
3. **Community Involvement/Volunteers**
   - Participate and partner with community initiatives and agencies to increase awareness of FVVC, increase referrals and build additional support for our area veterans.
   - Communicate FVVC model and mission to the community.
   - Recruit, coordinate, and train volunteer staff including administrative and casework.

4. **Marketing**
   - Design content of events, annual reporting, and collateral documentation.
   - Develop and manage social media and postings.
   - Develop and update website and calendar and link focus between website and social media platforms.
   - Assist in developing and planning and executing marketing and outreach events.

**REQUIREMENTS**
- Veteran Preferred, but not required.
- Possess customer/human services skills as they relate to empathy and relationship building.
- Experience with fundraising and donor development preferred.
- Must be able to work independently and with a team or committee.
- Strong time management skills and ability to work with limited supervision.
- Excellent verbal, written and interpersonal communication skills.
- Experience or skills in website and social media development and donor tracking software preferred.
- Proficiency with Microsoft Office suite (Excel, OneNote, Outlook, PowerPoint, Publisher, Word, SharePoint, and Teams).
- QuickBooks experience or skills preferred.
- Must have a valid driver’s License.
- Able to lift 30 pounds.