Donor Engagement Manager

ORGANIZATION OVERVIEW
Since 1973, the Greater Washington Community Foundation (The Community Foundation) has been a champion of thriving communities and a catalyst for change through local philanthropic engagement, effective community investment, and civic leadership. We work with donors and partners to enhance the quality of life in the District of Columbia, Montgomery County, Northern Virginia, and Prince George’s County. Through our grantmaking and community impact initiatives, The Community Foundation works to Build Thriving Communities by accelerating effective solutions to Address Poverty, Deepen Culture and Human Connection, and Prepare for the Future of Work. As the region’s largest local funder, The Community Foundation has invested more than $1.2 billion to build more equitable, just, and enriching communities where all residents can live, work and thrive.

POSITION SUMMARY
Reporting to the Senior Director, Marketing and Communications, the Donor Engagement Manager (the Manager) is responsible for planning, leading, and coordinating opportunities for engaging donors through educational, fundraising, professional advisor, and networking events. The Manager works closely with the Development and Philanthropic Engagement and the Community Investment teams to offer opportunities to educate, involve, and inspire Community Foundation donors. The Manager provides strategic leadership in evaluating and developing The Community Foundation's engagement events program and calendar for the year, managing events from start to finish, and envisioning and implementing new opportunities while creating and ensuring a consistent experience across the region.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Plans and manages an organizational annual calendar of engagement events, ensuring a consistent presence across The Community Foundation’s four jurisdictions: the District of Columbia, Montgomery County, Prince George's County, and Northern Virginia.
- Serves as the lead for facilitating and managing the relationship with The Community Foundation’s event planning firm(s) for three annual fundraising galas.
- Participates in event committee, advisory board, and other event-related meetings as appropriate.
- Secures event venues and coordinates with appropriate vendors and caterers, seeking economies of scale whenever possible while being mindful of maintaining an inclusive identification and selection processes.
- Provides on-site management of event logistics, and troubleshoots issues as needed, ensuring a seamless attendee experience. For webinars/calls, the manager is responsible for owning the setup process and managing all logistics.
- In partnership with Development and Philanthropic Engagement and the Community Investment teams, serve as logistics lead for events including confirming speakers, coordinating event dates/times, and writing program, invitations (print and/or email), signage, thank-you messages, follow-up surveys, and other event-related copy.
- Works with colleagues on the Marketing team to ensure appropriate event coverage for The Community Foundation’s communications channels, such as creating content for social media and writing or soliciting blog post summaries of key event topics and takeaways.
• Evaluates each event’s effectiveness in engaging donors and deepening relationships, preferably with quantifiable data. Assesses time and cost against events’ outcomes, creating a metric for consistent evaluation of events’ effectiveness.
• Uses data gathered and feedback from colleagues to conduct internal post-event evaluation sessions (After Action Reviews).
• Leads an annual review of the calendar of events’ effectiveness and outcomes within the context of The Community Foundation’s strategic plan and current initiatives.
• Manages special projects as needed.
• Other duties as assigned.

DESIRED SKILLS AND EXPERIENCE

• Undergraduate degree in communications, PR, marketing, business, or other relevant discipline.
• Five or more years of communications and event management experience.
• Excellent verbal and written communications skills. Active listener comfortable with sometimes difficult conversations.
• Exceptional project management skills.
• Strong attention to detail and ability to manage multiple simultaneous projects.
• Exemplary ability to work collaboratively and to build and maintain interdepartmental relationships.
• Knowledge of mass email tools and registration software.
• Able to manage budgets and to understand and negotiate contracts.
• Must be able to synthesize and translate technical content (financial, policy, programmatic, and investment related) for donors.
• Knowledge of the Greater Washington region and its philanthropic community and civic organizations preferred.
• Fundraising and/or sponsorship experience a plus.
• Available to work nights or weekends, as needed.

SALARY AND BENEFITS
Salary commensurate with experience and qualifications. Excellent benefits package, including company-paid health, vision, dental, and life insurance for employee; Flexible spending accounts; Retirement plan with employer match; Eleven paid holidays; Flexible work schedule.

HOW TO APPLY
Please submit a resume and a cover letter, including your salary requirements and forward to HR@thecommunityfoundation.org.

The Greater Washington Community Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity, sex, national origin, disability, or protected veteran status.