

**Ronald McDonald House Charities® of
Central and Northern Arizona**

JOB DESCRIPTION AND FUNCTIONS

Title: Community Engagement Manager
Department: Development
Supervisor: Chief Development Officer
Date: March 2024



Purpose and Scope

The Community Engagement Manager supports Ronald McDonald House Charities® of Central and Northern Arizona's (RMHCCNAZ) community engagement efforts by implementing a comprehensive strategy to increase the organization's funding support from the business and civic communities. This Manager pursues corporate and civic giving, workplace giving, third-party fundraising, other House-focused sponsorships, and stewardship for these donors.

The ideal candidate will have at least three to five years of gift acquisition experience, be extremely goal-oriented, able to handle multiple deadlines, while working well as a team member. The ideal candidate will have a proven ability to secure gifts from \$5,000 and up. This role supports the overall fundraising goals and efforts of the organization while working collaboratively with the Chief Development Officer, Special Events Director, Volunteer Manager, Chief Administrative Officer, and the Chief Executive Officer.

Essential Job Functions

- Annually refreshes the Corporate Champion plan to secure funding from both current and prior RMHCCNAZ supporters and plans an outreach strategy to connect with organizations not previously engaged with the three metro-Phoenix Houses.
- Implements the annual plan by successfully managing and fulfilling all areas of moves management for corporate, civic, and third-party donors, including identification, cultivation, solicitation, and stewardship.
- Promotes the Corporate Champions program at community functions, including Chamber of Commerce events and other corporate and civic engagement events.
- Oversees the annual marketing benefits and stewardship strategy for corporate, civic, and third-party donors, including tracking and fulfillment.
- Researches new funding prospects and collaborates with the Development team to review prospects, areas of interest, and promote engagement opportunities.
- Coordinates third-party support, including toolkits, website resources, communication, and stewardship with returning and prospective third-party event hosts, including revenue and performance evaluations.
- Tracks and reports on community engagement revenue using metrics and key performance indicators to evaluate progress toward our organizational goals.
- Maintains knowledge on existing and new RMHC® Global news, relationships, and collaborations while exploring opportunities for local activation.
- Manages local McDonald's support and assists with local Owner/Operator stewardship and engagement.

- Coordinates with other RMHCCNAZ staff and/or external partners to present timely, customized, and well-crafted support proposals.
- Supports the Special Events Director in executing special events.
- Other Community Engagement and Development Team tasks as necessary.

Qualifications

- Bachelor's degree and experience in sales or customer service roles preferred.
- Minimum three to five years of experience in non-profit organization(s), including successfully securing corporate gifts or sponsorships or major gifts. Proven experience in securing financial support from a variety of corporate donors.
- Excellent communication and interpersonal skills with the ability to build and maintain relationships with various stakeholders.
- Strong analytical skills including attention to detail.
- Ability to multitask and manage multiple projects simultaneously, demonstrating strong organizational and time management skills.
- Clear understanding of and adherence to confidentiality obligations for RMHCCNAZ and families.
- Able to work collaboratively with the Development Team and independently to fulfill the responsibilities of this position.
- Proficient with Microsoft Office Suite
- Donor/customer database experience, Blackbaud Raiser's Edge preferred.

Additional Skills

- Ability to represent the House with a polished, positive, and professional demeanor.
- Professional networking organization membership and/or experience.
- Additional education/training on fundraising best practices.
- Experience with written proposals and presentations to groups of professionals.

Physical Demands:

- Working at a desk 60-75% of the day.
- Near visual acuity essential for reading.
- Speaking and hearing are essential for communication.
- Able to lift and transport up to 10 pounds.

Schedule and Salary:

- Compensation commensurate with experience; range \$60,000 to \$75,000.
- Exempt position.
- Some weekend and evening hours may be required.
- Comprehensive Health Plan
- PTO and Sick Time Plans
- 13 paid holidays
- 401k Retirement Plan

Disclaimer – Other Duties:

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While it is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel or technological developments).