



JOB DESCRIPTION

Job Title: Director of Community Engagement

Status: Exempt

Reports To: Vice President of External Affairs

Department: External Affairs

Position Summary: Responsible for advancing donor engagement activities including special events, individual and corporate volunteerism efforts as well as guiding and stewarding BHC's Young Professionals Board.

Primary Duties

- Develop, coordinate and implement BHC's innovative community engagement initiatives.
- Oversee and plan BHC's volunteer strategy including cultivating new supporters and/or volunteers while identifying individuals who have the potential to convert to donors.
- Lead the planning and execution of BHC's annual events, including, but not limited to, logistics and goal setting, managing event budgets, vendor relationships and securing sponsorship solicitations.
- Write, call and meet with existing and potential donors to contribute funds or gifts-in-kind.
- Collaborate with External Affairs team to develop actionable ideas for the implementation of a strategic plan to show significant special event revenue growth YOY.
- Solicit event sponsorship requests while ensuring that asks compliment departmental strategy. Maintains sponsor relationships throughout the year
- Lead and execute event planning/logistics including but not limited to budgeting, vendor/contract negotiation, and ticket sales.
- Plan and write pre/post event communications while having the creativity to enhance current fundraising materials required for successful operation of event campaigns
- Execute day-of logistics, including the training and management of volunteers
- Prepare and maintain signature event records, including RSVPs and participants, as well as statistical, revenue and expense reports to increase the ROI of event activities.
- Utilize donor database to maintain sponsor and attendee records, and document critical institutional knowledge that will enhance long-term donor relations
- Serves as staff coordinator for BHCyp including but not limited to scheduling and executing meetings and initiatives, facilitating effective communication, and ensuring a high-level member experience
- Work collaboratively with property management and Resident Services staff to identify volunteer needs and create an annual plan for engagement opportunities.
- All other duties as assigned by management.

Minimum Educational & Experience Requirements

- Bachelor's degree
- Previous Fund Raising, Special Event and Volunteer (including recruitment) experience
- Previous database management experience

Minimum Skill Requirements

- Strong project management skills

- High level of initiative, creativity and motivation
- Detail oriented with strong organizational skills
- Proven ability to work in a fast paced environment
- Effective and professional verbal and written communications including persuasive presentations

Physical Demands

In terms of an 8-hour workday, “occasional” equals 1% to 33%, “frequent” equals 34% to 66% and “continuous” equals 67% to 100%. However, some duties are performed monthly, annually or sporadically throughout the year and are essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the position.

- Continuously remain in a stationary position, particularly, but not limited to, at a desktop computer
- Frequent travel by car to meetings and BHC properties
- Occasional moving about, particularly throughout the office building
- Frequent repetitive use of hands/arms; particularly concerning typing, writing, phone & computer use
- Frequent communication: verbal and written, in-person, phone and electronic
- Frequent high pressure and hectic work situations
- Occasional lifting, transport or positioning up to 10 pounds
- Occasional outdoor activities requiring exposure to seasonal weather and associated temperature fluctuations

Work Environment

- Occasional risk of electrical hazards
- Frequent low to moderate noise
- Continuous use of desktop computer
- Frequent working with others
- Continuous working alone

I have received, read and understand the job description above.

Employee Signature

Date