



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Community Impact/Philanthropy Manager
Location: Newport News, Virginia
Reports To: Chief Operating Officer
FLSA Status: Exempt
Salary: \$50,229 – \$62,161

Summary/Objective: Under the guidance and supervision of the Chief Operating Officer, the Social Impact Manager will be responsible for managing the agency's fundraising efforts and community engagement activities that result in increased client outcomes and agency sustainability. This position interacts with executive staff, component leadership, programming staff, volunteers, and board members in short and long-term sustainability efforts to support HRCAP's mission.

FUNDING NOTICE: Position will be reviewed by March 31st annually to determine funding availability in the new fiscal year beginning July 1st annually.

COVID-19 NOTICE: Proof of receipt of the COVID-19 vaccination required. Proof of immunization must include a copy of documentation indicating the vaccines received.

PHILANTHROPY / SUSTAINABILITY RESPONSIBILITIES: Directly responsible for soliciting/securing gifts and individually meeting an annual fundraising goal of \$300-500K. Serve as the primary relationship manager with Direct Mail/Marketing vendor, a program responsible for annual revenue of approximately \$200K. Personally, manage a portfolio of 300+ current sustaining and mid-level donors and prospects. Create, implement, and evaluate the organization's annual fund campaign, including mailings, appeals, reports, and other relevant correspondence. Document all donor and data processes. Research build and maintain database profile records. Manage or assist with logistics needed for activities related to annual fund campaigns and/or appeals. Create and implement processes to document in database conversations with all stakeholders as well as appropriate data entry for notes/cultivation activities/volunteer solicitor actions and appeals. Update and maintain donor database using moves management approach. Manage various fundraising events not limited to: GiveLocal757, Giving Tuesday, United Way campaign, reception events, etc. Cultivate relationships with current and prospective leadership circle donors. Represent the organization in professional, civic, and community groups as requested by the COO/ CEO. Engage new donor prospects as directed by CEO.

PROGRAM SERVICE RESPONSIBILITIES: Facilitate in-person trainings (workforce, whole family, and housing) for clients and community as needed. Assist with client intakes and setup client records for program services. Record, prepare and submit check requests/purchase orders for program activities and services for clients and staff. Coordinate program outreach activities and events. Participate in any special event planning and implementation and other departmental or agency activities as needed. Generate agency impact and annual reports from various databases. Performs other related duties as directed by CEO/COO.

EDUCATION and/or EXPERIENCE: Active member of a local AFP chapter. Ability to manage and partner with leadership and fundraising community volunteers. Ability to conduct prospect research. Knowledge of development principles, fundraising techniques and ethics. Ability to work evenings and weekends, as needed. Access to a vehicle to attend donor meetings, event and activities across Hampton Roads. Experience working in non-profit, human service organization. Bachelor's degree in business, marketing, public administration or other related field of study is required. Proficient in MS Office-Excel, PowerPoint, and Word. Must possess and maintain a valid Virginia driver's license. Criminal record check and driving record required for employment. Adept at networking, building relationships, and community engagement.

Salary: \$50,229 – \$62,161 Annually. Forty (40) hours per week with Benefits.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. - 5:00p.m. Monday through Friday. You can visit:

<https://hrcapinc.org/about/employment/> to print an application and mail it to P.O. Box 37, Newport News, VA 23607 or fax it to 757-534-9240. Also you can email your application and resume to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until position is filled.

Hampton Roads Community Action Program is an Equal Opportunity Employer