

Job Title: Community Impact Manager
Department: Strategic Initiatives
Reports To: Chief Operating Officer
FLSA Status: Exempt
Salary: \$38,978 - \$44,531

SUMMARY

Under the guidance and supervision of the Chief Operating Officer, the Community Impact Manager will be responsible for managing agency-led social impact 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.

WORK SCHEDULE: Will be responsible for working day, evening, and weekends depending on the needs of the agency as directed by the supervisor.

Tentative schedule:

Monday, Tuesday, and Friday 8am – 5pm.

Wednesday and Thursday 10am – 7pm.

2nd and 4th Saturday 9am – 1pm.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties within the scope of this position may be assigned.

SUSTAINABILITY

- Directly responsible for soliciting/securing individual and corporate sponsors.
- Identifying, cultivating and sustaining new corporate and business relationships.
- Serve as the primary relationship manager with Direct Mail/Marketing vendor.
- 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: Pathway to Progress Breakfast, GiveLocal757, Giving Tuesday, United Way campaign, Donor Thank-thon, VIP 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 COO.
- Performs other related duties as directed by COO.

PROGRAM SERVICES

- Facilitate in-person trainings (workforce, whole family, and housing) for customers and community as needed.
- Assist with customer 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.
- Perform other program service duties as directed by COO.

SUPERVISORY RESPONSIBILITIES

As assigned by COO

INFORMATION PRIVACY AND SECURITY

This associate may have access to Confidential Information (CI) and is required to be familiar with the HRCAP's Privacy policy related to the handling of CI, and follow all related procedures required to protect the privacy and security of CI.

QUALIFICATIONS/SKILLS REQUIRED

- Bachelor's degree and/or two years of related experience in volunteer management, resource development, social work, or human services. Equivalent combination of education and experience with progressively increasing responsibility will be considered.
- Strong communication (verbal and written) and interpersonal skills.
- Ability to analyze problems, develop and implement creative solutions.
- Active member of a local AFP chapter or join within 60 days of employment.
- Knowledge of development principles, fundraising techniques and ethics.
- Ability to work evenings and weekends, as needed.
- Advanced computer abilities.
- Must possess and maintain a valid Virginia driver's license to attend donor meetings, events, and activities across HRCAP service area.
- Criminal record check and driving record required for employment.
- Adept at networking, building relationships, and community engagement.

CERTIFICATES, LICENSES, REGISTRATIONS

Current state driver's license, proof of current auto insurance coverage, satisfactory driving record and working vehicle required.

STANDARDS FOR MEASURING PERFORMANCE

The effectiveness of the performance of the Community Impact Manager will be measured by the following standards:

1. Adhering to AFP Code of Ethical Principals
2. General Nonprofit Fundraising Metrics
 - Cost per dollar raised
 - Conversion Rate
 - Gifts Secured
 - Matching Gift Rate
 - Pledge Fulfillment Percentage
 - Recurring Gift Percentage
 - Number of Asks Made
 - Frequency of Contact with Donors
 - Average Gift Size Growth
3. Quality and level of effectiveness in managing administrative functions.
4. Ability to effectively engage and communicate to clients and HRCAP staff.
5. Overall contribution to the achievement of the organization's mission and objectives.
6. Provide program support as directed by supervisor.

APPLICATION: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 A.M. to 5:00 P.M. Monday through Friday. You can also visit: <https://hrcapinc.org/about/employment/> to complete or print an application. If printed, the application can be mailed to P.O. Box 37, Newport News, VA, 23607 or you can email your resume or application to: hrcapresume@hrcapinc.org

CLOSING DATE: Applications accepted until position is filled.