



JOB DESCRIPTION

JOB TITLE: Director of Community Engagement

DIVISION: Georgia

REPORTS TO: VP Church Partnerships & Marketing

DEPARTMENT: Corporate

SUPERVISION TO: None

CLASSIFICATION: Exempt

FaithBridge Foster Care, Georgia's largest Christ-centered foster care agency (a non-profit organization) located in metro Atlanta, is hiring a **Director of Community Engagement**. The Director of Community Engagement is a mission-driven professional who will focus on engaging the current community of mid-level donors and acquiring new donors to partner with, and benefit from, a relationship with FaithBridge.

JOB FUNCTION:

Supports the VP Church Partnerships & Marketing with donor lead follow-up and provides donor-centric service as required. The majority focus of this role is to serve as the point person to drive the new small event fundraising model and provide overall support for the sustainability of our fundraising efforts.

This position works closely with the VP Church Partnerships & Marketing with existing donors and will manage multiple development campaigns and provide backup data-entry for CRM system.

He/she will be responsible for connecting with potential and existing donors whose annual giving levels are between \$500 and \$2,000. The incumbent will interface with other development team members to capture and report on new donor communications and coordinates strategically and tactically with other functions and departments of FaithBridge Foster Care.

Core Responsibilities and Expectations

Fundraising events and communications:

- Responsible for executing new small event fundraising model and assisting with small major gift events:
 - Assist the VP Church Partnerships & Marketing with managing guests, RSVPs, and capturing data in Salsa CRM.
 - Develop processes to enhance the department's overall efficiency and effectiveness for maintaining engagement with new and existing donors.
 - Assist with appeal activities, telephoning and delivering materials.
 - Assist with publications, direct mail, social media, website, and donor acquisition as needed.
 - Assist with web and email analytics reporting.
 - Secure necessary event supplies as applicable.
 - Update guests/donor leads in Salsa CRM.
 - Write, proofread and edit fundraising documents as needed.
- Other projects and special events as assigned.

Planning:



- Establish and maintain a donor cultivation cycle and gift stewardship program to ensure that new donors are developed and provide opportunities to increase their level of support.
- Bring relationships to FaithBridge to help augment current and prospective donors and those of the VP of Church Partnerships & Marketing and the CEO & President.
- Responsible for planning, start-to-finish, events providing direction and tracking a team of volunteers and staff.
- Help develop, implement and monitor systems and procedures necessary for smooth operation of the new small event fundraising model and other sources of donors to FaithBridge Foster Care.
- Keep informed of developments in the fields of development and not-for-profit management and governance, and the specific sector of FaithBridge Foster Care and use this information to help FaithBridge Foster Care operate with initiative and innovation.
- Support other development activities as needed.

Managing:

- Plan and implement cultivation, solicitation and stewardship strategies to retain new and lapsed donors to achieve financial and stewardship goals.
- Write acknowledgments, correspondence, reports, publications and other communications.
- Maintain a climate that attracts, retains, and motivates donors.
- Recruit, train, appraise, supervise, support, develop, and guide qualified volunteers and as applicable.
- Supports effective management within the development department function.

Success Metrics:

- Development Department processes and procedures will be written and approved to ensure accurate reporting and database integrity in accordance with COA and industry best practices.
- Monthly Key Indicator Report that includes progress on:
 - Number of small events per month, based on an agreed upon minimum.
 - Funds raised at new small events and through post-event follow-up.
 - Number of event attendees at new small events.
 - Phone calls to new and existing donors with giving levels between \$500 and \$2,000.
 - Percentage of thank you letters sent within 48 hours of receipt working with the administrative assistant.

Qualifications/Requirements:

- Deep and growing personal relationship with Jesus Christ
- Excellent communication, and public relations skills
- Excellent organizational skills
- Strong oral and written skills
- The energy and drive to lead the achievement of ambitious fundraising efforts
- Ability for platform presentations, public speaking
- Must be able to prioritize responsibilities properly and handle multiple tasks relating to concurrent campaigns and development projects
- College degree required
- Minimum of five years of experience in nonprofit fund development, and communications and for-profit sales experience helpful
- Strong use of MS Word, Excel, PowerPoint and Publisher
- Experience with SalsaCRM, Social Media and volunteer management is a plus
- Experience with volunteers is desirable
- Cooperative, friendly, and helpful attitude with donors and co-workers



- Ability to work closely with other employees to ensure positive, constructive environment within the program or department and throughout the agency
- Ability to thrive in a flexible, fast-paced and growth-oriented environment, while maintaining a sense of humor and a positive, solution-oriented approach
- Passion and enthusiasm for the mission of FaithBridge Foster Care and its clients
- Ability to work independently and in a team setting
- The ability to exercise good judgment in confidential matters

EQUIPMENT USED: Personal vehicle, cell phone, copy machine, fax, computer

THE DIFFERENCE MAKERS:

- You are a skilled communicator and are inspired by the FaithBridge mission. It's all about the children.
- You enjoy and are effective in fund development and donor relations, especially in a small event setting and in one-on-one meetings.
- You have great attention to detail and follow-through.
- You have a true sense of ownership and are passionate about results.
- You have a great sense of humor -- even when meeting tough deadlines.
- You are self-motivated, enthusiastic and a lifelong learner.
- You are experienced in completing research for projects as they arise.

Physical Requirements: Hearing and speaking ability which allows for effective oral communication of information. Ability to physically transport self to various locations. Physical and emotional stamina to effectively handle job-related issues and stress.

Compensation: We provide a competitive salary with a comprehensive benefits package along with an amazing culture as part of the FaithBridge experience.