



Community Engagement Manager

Manchester, MO 63011

8:00 a.m. – 4:30 p.m. (40 hrs./wk.) Mon-Fri

We are looking for an experienced fundraising professional who is dedicated to building relationships, familiar with the local philanthropic community, and knowledgeable of all aspects of nonprofit fundraising. This role will expand and diversify the agency's fundraising efforts, increase local community support, and support mission-driven initiatives.

General Description:

The Community Engagement Manager will work with the Community Engagement team, Aging Ahead staff, volunteers, and the Aging Ahead Foundation to secure funding, partnerships, sponsorships, and other opportunities to further the agency's mission. Responsibilities include coordinating grant applications, donor relationships, and all aspects of agency fundraising.

Responsibilities:

- In partnership with the CEO, develop and implement a comprehensive community engagement plan that reflects the mission and needs of the organization with a focus on sustainability
- Oversee all aspects of grant life cycles, including research opportunities, development, submission, and management
- Coordinates information related to the agency's impact, including stories, interviews, and data, ensuring that the information is organized in a way that maximizes the efficiency and effectiveness of the data
- Responsible for cultivation and stewardship of current and prospective donors, including individuals, corporations, and partnerships, as well as researching new potential funding sources
- Manage and implement agency-wide and regional fundraising activities and events, including crowdfunding and annual appeals
- Responsible for agency-wide sponsor relations, communications, recognition, and engagement
- Engages in collaborative efforts within the community by representing the agency to build support and extend reach
- Maintains donor confidentiality and compliance with the Donor Bill of Rights
- Oversee all digital content creation through supervision of assigned staff
- Secures financial support through major gifts, planned/legacy giving, and other initiatives
- Oversee fundraising software and related data entry
- Works with the Aging Ahead Foundation board to establish and reach annual fundraising goals
- Maintains a positive attitude about the agency and upholds the agency's mission during work-related and non-work-related interactions with the public and other staff
- Supports a welcoming, collaborative, and respectful environment in words and actions that encourages inclusion and representation for all community members, clients, and fellow employees

See next page for additional details.



QUALIFICATIONS:

Education and Experience: High School Diploma or equivalent. A bachelor's degree is preferred, plus 4 years of fundraising and development experience, or a combination of education and experience equivalent to 8 years of development experience. Demonstrated donor solicitation, grant writing, fundraising, and event planning competency. CFRE or other fundraising certification preferred.

Knowledge, Abilities, and Skills:

- Excellent interpersonal, verbal, and written communication skills
- Ability to communicate effectively and collaboratively with a team
- Ability to prioritize and coordinate a variety of duties in a timely and professional manner
- Ability to handle multiple deadlines simultaneously
- Must be proficient in MS Office Suite or similar software, fundraising software, and database software
- Professional supervisory experience preferred
- Must have knowledge of and experience with professional communications and handling proprietary information

Physical Demands/Other:

- This is a largely sedentary role; however, some filing is required, necessitating the ability to lift files, open filing cabinets, and bend or stand on a stool as necessary
- Must have a valid driver's license, dependable transportation, and automobile insurance as required by the State of Missouri
- Must be available for evening and weekend hours as needed
- Local, out-of-area, and overnight travel will be expected

Benefits

- \$63,190 Annual Salary
- 17 days PTO
- 14 paid holidays
- Medical (PPO or HSA)
- Dental & Vision
- 457(b) Pension with agency matching contributions
- Agency paid Short Term Disability
- Voluntary Long-Term Disability
- Agency Paid Life Insurance with Voluntary Buy-Up
- Employee Assistance Program

Why People Love This Role:

- Flexible workplace policy with potential for a hybrid schedule after the introductory period
- Supportive team culture
- Excellent benefits package
- Meaningful work serving older adults in our local community

Interested in this position?

Contact H.R. Manager Laura Reich

Direct ph.: (636) 207-4231

Lreich@agingahead.org

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