

Community Fundraising Manager Job Description

Description/Purpose

The Community Fundraising Manager provides leadership for community engagement with individuals and businesses to raise funds, helping to fulfill CPC's mission to save lives, spare hearts, and spread the gospel of Jesus Christ in South Hampton Roads. This role ensures the process of partner engagement from lead generation through prospecting, cultivation, solicitation, stewardship, and replication is effectively carried out through Community Relations Coordinators. The manager executes strategies, delegates effectively to team members, and provides follow-up. This position reports to the Director of Community Relations.

Responsibilities

The successful candidate will:

- Lead, manage, and hold accountable the Community Relations Team in all aspects of community engagement and growing support among individual and business partners and potential partners of the ministry.
- Establish goals and expectations for the Community Relations Team and its members.
- Delegate execution of fundraising plan to coordinators and ensure the community engagement process is consistently implemented, to maintain existing and establish new partnerships with individual donors and businesses.
- Conduct data tracking and reporting processes to provide accurate, timely, and actionable insights on community engagement activity, progress, and outcomes via metric cards.
- Develop, manage, and grow a personal portfolio of individual and business partners in support of the ministry's fundraising and community engagement objectives.
- Oversee the organization's speaking and presentation initiatives, including the Speakers Bureau, church presentations, tabling, and other external engagement opportunities.
- Uphold CPC's policies and procedures.
- Support the religious mission of CPC and encourage the spiritual growth of staff and clients
- Reinforce the humanity of the unborn child with patients, their guests, staff, and others.
- Be able to share the gospel of Jesus Christ with patients and supporters and pray with them as appropriate.
- Lead staff (or participate) in shared prayer and devotions as opportunities arise.
- Contribute to overall team efforts by setting appropriate deadlines and ensuring effective communication.
- Work with vendors, service providers, and/or volunteers as needed.
- Perform other duties as assigned, dependent on organizational needs and employee skills.

Qualifications

Professional

The successful candidate will:

- Have a background in management, sales and/or fundraising.
- Demonstrate the ability to establish and maintain effective relationships and partnerships with key stakeholders.
- Exhibit strong internal and external relationship building skills.
- Exhibit solid organizational and analytical skills.
- Exhibit strong written and oral communication skills.
- Demonstrate the ability to manage multiple projects, priorities, and deadlines simultaneously.
- Demonstrate excellence in a fast-paced, changing, and challenging environment.
- Be proficient in Microsoft Office products.

Education/Experience

The successful candidate will:

- Have at least two years' leadership experience in sales, account management, customer service, and/or donor relations.
- Possess at least a BS/BA or equivalent experience (preferred).

Spiritual/Personal

The successful candidate will:

- Have a personal, vital, and growing relationship with Jesus Christ and be able to share the gospel.
- Be an active and committed part of a local, gospel-preaching church.
- Be in complete agreement with CPC's Mission, Core Values, Statement of Principle, and Statement of Faith.
- Express a desire to be a part of reaching at-risk patients considering abortion.
- Believe in the sanctity of all human life from the moment of conception through natural death
- Exhibit strong interpersonal, spiritual, and administrative skills, take initiative, and be flexible
- Be self-motivated and well-ordered in their personal life.
- Have a warm, gentle, and hospitable spirit for the family of CPC.

Schedule

The Community Fundraising Manager is a salaried, full-time position. Some work may or must be accomplished remotely, but it is primarily an on-site position. He/she will be expected to be available during normal office hours each weekday, and some nights and weekends will be required. Known nights/weekends that may be required of this position include:

- Fundraising events
- Appreciation events
- Speaking events
- Tours of CPC's pregnancy medical clinics

Compensation and Review

Compensation consists of a competitive salary, dependent on the qualifications and experience of the successful candidate. Benefits may include:

- Health insurance
- Dental insurance
- Long-term disability insurance
- Paid time off (holiday, vacation, sick leave, etc.)
- 403(b) retirement plan
- And more!

The Director of Community Relations may provide performance reviews to the Community Fundraising Manager as needed.

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