



## **Feeding South Florida - Community Engagement Manager (CEM)**

**Position:** Community Engagement Manager (CEM)  
**Department:** Development  
**Supervisor:** Director of Development  
**Classification:** Exempt, Full-time  
**Experience:** Early to Mid-career

### **POSITION SUMMARY**

The Community Engagement Manager (CEM) is responsible for increasing Feeding South Florida's (FSF) fundraising efforts by engaging the community through events, food + fund drives, volunteerism, and outreach initiatives. The CEM is responsible for researching, identifying, cultivating, soliciting, and stewarding community stakeholders through a variety of methods, including those mentioned. The CEM strengthens existing development efforts through community engagement, identifying new opportunities, and establishing long-term partnerships that result in funding for the immediate and long-term goals of FSF.

### **POSITION RESPONSIBILITIES**

- Help design, implement, and manage a comprehensive, proactive community engagement plan focused on expanding and enhancing community relationships via events, food + fund drives, volunteerism, and outreach initiatives such as Hunger 101, Summer Hunger Art Competition, and Food Frenzy.
- Develop and manage community engagement team members, understanding all aspects of their job functions, filling in as necessary, and promoting a culture of high-performance and commitment to the organization's mission and values.
- Identify emerging industry trends with a special emphasis on developing high value-exchange corporate and individual alliances through the identification, evaluation, cultivation and solicitation of philanthropic commitments to support the mission and goals of FSF.
- Increase revenue through events, food + fund drives, and volunteerism, both with initial asks and strategic pipeline moves.
- With the Vice President and Director of Development, initiate new outreach initiatives, targeting identified audiences as they relate to the overall fundraising plan.
- Integrate the volunteer, food + fund drive, and event attendance process, identifying ways stakeholders can get involved through a variety of opportunities, moving them through the community engagement pipeline in preparation for the community investment team.
- Prepare and give presentations to a variety of community stakeholders, both on and off-site, throughout FSF's service area.
- Work closely with Community Investment and Communications team members to build awareness opportunities and provide incentives for corporations and corporate foundations, including event sponsorships, cause-marketing opportunities, and employee giving campaigns.
- Initiate opportunities for the Vice President and President & CEO of FSF, to cultivate and develop relationships with donor prospects.

- Prepare and provide data and reports in a timely manner, including, but not limited to grants, proposals, weekly reports, audits, Feeding America reports, dashboards, and others as requested.
- Assist the Vice President and Director of Development as needed.

## **QUALIFICATIONS**

- Bachelor's Degree (CFRE certification preferred).
- A minimum of three years demonstrated success within a fundraising role as it relates to volunteer outreach and event management.
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in the areas of corporate fundraising techniques.
- Demonstrated knowledge of methods, practices and procedures for obtaining information about the giving programs of corporations and foundations.
- Creativity, innovation, and an affinity for out-of-the-box thinking that takes a variety of perspectives into account.
- Ability to initiate and build relationships with prospective corporate and foundation donors, and interact via telephone and in person with institutional representatives.
- Excellent persuasive writing, interpersonal, networking, presentation, and negotiation skills to relate to large groups as well as individuals.
- Self-motivated, innovative, and can work with considerable independence within the context of an overall strategy, team environment, and a variety of stakeholders.
- Ability to handle a variety of projects in a fast-paced environment while maintaining accuracy and completion in a timely manner.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Knowledge of AFP, BBB, and CFRE guidelines and policies.
- Highly literate in Microsoft Office Products (PowerPoint, Excel, Word, etc.) and CRM software (Raiser's Edge NXT preferred).
- Commitment and adherence to organization mission and values.

## **PHYSICAL DEMANDS & WORKING CONDITIONS**

- Based on OSHA Standards Lifting requirements are 50 pounds. When lifting loads heavier than 50 pounds, use two or more people to lift the load.
- This position works primarily in an office and warehouse setting. There may be extended periods of driving, sitting, standing and/or bending, listening, talking and/or visual concentration, writing and/or computer use.
- After business hours work is required occasionally throughout the year.
- Frequent travel between quad-county areas is required.
- Occasional same day, out of town travel for meeting, conferences and special events using personal vehicle and/or public transportation is required.
- Involves activities in both office and warehouse environments with exposure to the climate and South Florida weather.
- The noise level in the work environment is usually moderate to loud.

### **Contact info:**

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**About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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