



Position: Community Engagement Manager

Status: Full time – Salary for 40 hours/week

Hours: Normal schedule is Monday through Friday 8:30 am to 5:00 pm. Schedule will vary based on donor meetings and community events, including evening and weekends as needed.

Reports to: Executive Director

Pay Range: \$52,000-\$60,000

Application Process: Email tisha@womens-network.org with 1) your resume, 2) cover letter explaining how you best meet the qualifications of the position, 3) a sample fund development plan and 4) 2-3 examples of flyers, brochures or professional social media ads/posts you've created.

Overview: Wichita Women's Initiative Network, Inc. (Doing Business As: The Women's Network – TWN) is a 501(c)(3) non-profit organization whose mission is to change the lives of women who have survived domestic violence relationships, in Wichita, Kansas. The Women's Network provides programming to help survivors of trauma develop economic security and personal wellbeing through a job readiness and work retention program that helps women thrive in work and in life. The Women's Network manages the regional affiliate of Dress for Success, an international not-for-profit organization that empowers women to achieve economic independence by providing a network of support, professional attire and the development tools to help women succeed.

Position overview: The Community Engagement Manager is a critical role that requires a dynamic leader to develop a fundraising and communication strategy to build awareness and support for the short and long-term needs The Women's Network.

Tasks include:

Fundraising

- Develop and implement, in conjunction with the Executive Director, an annual fundraising plan.
- Cultivate and nurture relationships with current and potential contributors.
- Develop and manage an annual net fundraising budget of \$600,000.
- Oversee grant reporting to ensure compliance with grant requirements.
- Oversee the writing of grant proposals by contracted grant writer, in collaboration with the Executive Director, to appropriately targeted foundations.
- Establish and coordinate events in the community to increase name recognition and relationships with supporters.

Communications

- Maintain accurate database records of donors and grants to ensure donors are properly acknowledged in a timely manner.
- Represent The Women's Network at community events to build connections with key stakeholders in coordination with the Executive Director and Board of Directors,
- Report development activities to supporters, board, executive director, colleagues, and staff.

- Create and manage messaging for the organization through website and social media accounts.
- Design and produce promotional materials like brochures, signage and newsletters.
- Maintain consistent organizational imaging.

General Duties

- Provide backup support for other office staff when appropriate.
- Tasks may be adjusted as the needs of the organization change.
- Maintain good record keeping for transparency and efficiency.
- Demonstrate self-motivation and ability to work independently within a fast-paced environment.

Knowledge, Skills, and Abilities

- Excellent communication skills to include written, interpersonal and public speaking,
- Highly motivated with ability to work effectively independently or as part of a team,
- Maintain confidentiality of information, records, and materials,
- Experience managing budgets,
- Flexible and enjoy working with women,
- Project professional image at all times,
- Strong relationship-building skills,
- Ability to think strategically,
- Effectively prioritize multiple duties,
- Ability to work effectively in a team, creating collaborative relationships with others,
- Understand the trauma and cycle of domestic violence, under-resourced populations and economic challenges specific to women

Requirements

- Minimum of 3 years of fundraising, event planning or sales experience,
- Proven track record of meeting fundraising or sales goals,
- Good computer skills including Microsoft Office, Canva and knowledge of database programs,
- Willing to attend occasional weekend and evening events,
- Possess and maintain valid driver's license and insurance

Preferred:

- Bachelor's degree

Benefits:

- Full time employees are offered health insurance paid at 80% for the employee.
- Paid time off begins accruing immediately, at the rate of a day per pay period up to 15 days a year, with additional days with increased years of service.
- Employees enjoy 7 paid holidays in addition to Christmas Eve through New Year's Day.