

Community Engagement Manager

General Description

Health Connected is a cutting edge social impact organization, which is redefining sex education. We are one of the primary providers of school-based sexual health education in California, serving 15,000 students and their families each year. We currently have five published sexual health curricula for 5th-12th graders, with one more in development. To learn more about our organization and current projects, go to www.health-connected.org.

We are seeking a highly motivated, self-directed candidate for the position of Community Engagement Manager. The Community Engagement Manager will have the opportunity to support Health Connected's efforts to connect with a variety of audiences to drive revenue and engagement with our mission. Under the direction of the Executive Director, the Community Engagement Manager will oversee the organization's community engagement planning through marketing, donor relations, grant management and fundraising campaigns.

Primary Responsibilities

- Oversee the timely and successful implementation of the systems and processes to support the organization's community engagement plan.
- Create and maintain a community engagement content calendar that integrates email, social media, website/blog, and mail appeals.
- Participate as a key member of the outreach team (staff, board members, independent contractors) to identify target audiences and develop relevant communications messages for those audiences.
- Assist in the writing, editing, and dissemination of communication materials (e.g. appeals, grant proposals and reports, email campaigns, promotional materials, etc.).
- Work with staff to develop and implement content for social media platforms.
- Assist with website content creation and maintenance.
- Coordinate engagement mailings (reports, mailing lists, supply ordering for appeals, pledge reminders, etc.).
- Coordinate the planning and coordination of special events (informational tours, engagement events, fundraising events). Secure sponsorship for fundraising events as needed.
- Oversee data entry and acknowledgment of all gifts/pledges and managing pledge reminder process.
- Support donor stewardship efforts. Respond to donors as needed in a friendly, professional, and timely manner.
- Assist with grant proposal writing, reports, deadlines, requirements, and acknowledgments.
- Assist with the identification and research of major gift, foundation, and corporate prospects.
- Work closely with outreach team to enhance our partnerships with local, regional, and national foundation and corporate funders.
- Track marketing and development performance data.
- Participate in periodic reconciliation of Salesforce data with financial data.

- Uphold organizational brand standards.

Qualifications

- Bachelor's degree (in business, finance, marketing, or non-profit development a plus)
- At least 2 years of fundraising experience
- Exceptional writing skills – ability to inspire with the written word
- Must have a strong editorial eye and the ability to communicate effectively to diverse audiences
- Ability to work collaboratively and incorporate feedback and written input from others.
- Experience planning and implementing donor cultivation and fundraising events
- Experience using donor management systems (e.g., GiftWorks, Raiser's Edge, Salesforce) strongly preferred.
- Experience using email marketing tools (e.g., MailChimp) to create mailing campaigns and track audience engagement
- Exceptional time-management, planning, and organizational skills. Ability to work independently and collaboratively, prioritize, organize multiple projects, and meet strict deadlines.
- Highly organized and detail oriented.
- Interest in the sexual health/reproductive health field

Health Connected is an equal opportunity employer. Candidates from diverse backgrounds and historically underrepresented communities are particularly encouraged to apply.

Employment Information

Reports to: Executive Director

Employment Type/Schedule: Mid-Level Position. Full-Time (35 hours/week), non-exempt.

Benefits: Eligible for paid time off, health/dental insurance, and retirement plan. Mileage reimbursement available. Professional development opportunities also available. Salary Range: \$27-34 hourly.

To Apply:

Please email a cover letter and resume to joinourteam@health-connected.org. Please include "Community Engagement Manager + First and Last Name" in the subject line. No phone calls please. Deadline for applications: Open until filled