



Company: ARM Consulting

Position Title: Manager of Communications and Donor Engagement

Category: Full Time

Location: Leesburg, VA

ARM Consulting (ARM) is a management and technology company that integrates a range of capabilities to assist government and commercial customers resolve complex issues while simultaneously achieving optimal success. ARM's customized and concierge approach to partnering with customers uniquely positions our company to realize efficiencies without compromising innovation.

ARM Consulting is partnering with the Community Foundation for Loudoun and Northern Fauquier Counties, a highly visible and dynamic nonprofit, based in Leesburg and serving the Loudoun County footprint, who is currently seeking a dynamic, community-minded individual to join its team for the newly created position, **Manager of Communications and Donor Engagement**.

We look for someone who cares about helping to meet the charitable needs in our community and advance the Community Foundation's mission, messaging, and branding. The Community Foundation has a small but mighty staff committed to excellence in work ethics and rewarded with high job satisfaction. We are committed to racial equity, diversity, and inclusion in both our programs and people power.

From grantmaking, to education, to engaging donors who care about community, the mission of the Community Foundation for Loudoun and Northern Fauquier Counties is to Grow Community Giving which depends upon helping people understand our brand and feel authentically connected to our purpose with a diverse lens and varied lived experiences. Last year, working with an active volunteer board of directors to implement a vigorous series of programs within our community for philanthropists, stakeholders, and nonprofit leaders, we distributed more than \$2.2 million in grants to some 150 charities and offered training and professional development to 300 nonprofit leaders.

This position will be open until filled. However, we appreciate your resume and cover email no later than April 19th, 2021, as detailed, below.

The Community Foundation seeks a dynamic, community-minded individual to join its team as **Manager of Communications and Donor Engagement**. The position is a full-time and reports to the Foundation's President while also working closely with the Director of Grants and Nonprofit Programs, with primary roles managing social media, news releases, media relations, e-newsletter publication, annual *Report to the Community*, Philanthropy Summit and community event planning as well as joining our team to brainstorm, grow, and develop initiatives and programs that benefit our community. The position also will aid and accompany the President in



providing program and administrative support for one of the Community Foundation's key donor advised funds.

The organizations' operational hours are 9 AM to 5PM Monday through Friday. During COVID, we have developed a smart system for working remotely; staff rotate in once per week for filing and other necessary office functions at this time. Since COVID, our offices serve as a classroom (up to 50) and meeting space for nonprofit board meetings and small group nonprofit programs.

The organization provides a generous annual/vacation leave policy and Simple IRA match. At this time, no medical benefits are available. Annual salary will range from \$55,000 to \$59,000 depending on education and experience. Good writing skills are a must. We commit to equal opportunity employment with a value of equity, diversity, and inclusion. This position is funded through and contingent upon the generosity of our donors and partner funders.

Manager of Communications and Donor Engagement Position Overview

Principal Duties and Responsibilities

The Manager of Communications and Donor Engagement reports to the President and takes the lead on all forms of outreach and marketing, while providing support and outreach to specific donors or fund holders.

Communications and Marketing

- Support and manage vendors and contractors related to outreach, communications, and marketing
- Develop new platforms for outreach and engagement while maintaining those in place
- Develop and manage brand voice and maintain brand integrity across all platforms
- Manage media relations and develop contacts with media members, influencers, and community leaders
- Assist in the creation of digital, video, audio and print content
- Track engagement across various platforms and make data-driven decisions
- Manage presence through Community Foundation-led community programs and conferences
- Support the budget for outreach and communications team and ensure compliance
- Ensure our diverse community views the organization positively
- Create and submit press releases and marketing campaigns
- Secure media coverage highlighting Community Foundation initiatives and achievements through radio, television, and internet channels



- Develop external publications such as newsletters, releases, email announcements, planned publications, on-line, intranet, website, video, special projects, and assignments
- Create rich and creative content that is optimized for search engines
- Undertakes other duties as assigned by the President

Donor Engagement

- Develop fundraising and packaging plans for corporate sponsors
- Ensure proper acknowledgement systems are in place for public acknowledgement of corporate sponsors
- Manage and help develop community-based conferences, summits, events, and meetings
- Develop and write email monthly messages for personalized donor engagement
- Support database entry of donor engagement
- With the President, provide direct administrative and programmatic support to the Loudoun Community Cabinet giving circle/donor advised fund
 - Maintaining connections to all members
 - Scheduling meetings, confirmations, attending meetings, taking minutes
 - Supporting and managing programmatic efforts
 - Attending biweekly meetings with Cabinet Chair
- Undertakes other duties as assigned by the President

Specific Skills, Knowledge, and Qualifications

Education:

- Bachelor's degree or equivalent in communications, marketing, public relations. Additional training, education, or experience desirable
- Willingness and interest in learning software specific to Community Foundations for tracking donor engagement

Personal Qualities and Skills:

- Every staff employed by the Community Foundation is expected to possess:
 - Integrity
 - High energy and a positive attitude
 - A dedication to quality and accuracy
 - Detail oriented
 - An ability to work well with co-workers; especially in a small office
 - An ability to fulfill their job requirements with minimal supervision
 - Good oral and written communication skills
 - Ability to work under pressure
 - A commitment to confidentiality



- Persons working in this position are expected to possess:
 - Strong oral and written communication skills particularly related to media outreach and publications
 - An ability to use computer software including, but not limited to word-processing, email, spreadsheets, databases, integrated financial applications, WordPress, SurveyMonkey, Mail Chimp, photo editing (*ie*, Canva), and social media applications
 - Capacity to work independently in a productive manner with minimal supervision

Your resume and cover email should be directed to:
Director of Human Resources,
ARM Consulting, LLC
hr@armconsultingonline.com

A Final candidate will undergo a background check before a final offer is made.

PLEASE: NO PHONE CALLS