



POSITION DESCRIPTION

Position Title: Director of Community Engagement

Reports to:	President & CEO	Depts: Executive, Development, CSR Services
FLSA Classification:	Exempt FT	Entity: OneOC Corporate
Supervises Others:	Yes	

GENERAL JOB FUNCTIONS:

The Director of Community Engagement serves on the OneOC leadership team and partners with the President & CEO to ensure that the organization continues to serve its mission by securing the necessary financial resources: growing and stewarding sponsors and funders as well as CSR services. Oversees CSR service offerings, customer service, and account management. Works closely with the Board of Directors and OneOC employees and volunteers at all levels to effectively leverage resources from the community to support the organization and its clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Generates agreed upon revenue sources for the organization through fundraising and CSR service activities with focus on new pipeline development and revenue generation.
- Ensures sponsorships, foundations, and CSR re-occurring revenue goals are met for the year; works to re-engage lapsed donations, grants, and sponsorships.
- Provides strategic oversight and coordination to the OneOC grants program working with the leadership team and third-party firm to meet annual goals and objectives; Writes grant proposals as required, maintains grant records, submits grant reports and provides appropriate acknowledgments to all donors.
- Oversees and executes OneOC CSR offerings for the organization and manages assigned services. Leads and manages Charitable Giving Funds service offering.
- Partnering with the President & CEO, works extensively with the board / board alumni with on-going relations, communications & administration.
- Partners with special events planning committees on implementation of OneOC Signature Events; provides Civic 50 OC administration, outreach, and coordination.
- Prepares tactical objectives, budget, and on-going financial management for areas of responsibility; Ensures tracking, reporting & tools for areas of responsibility are implemented.
- Collaborates interdepartmentally to strengthen business development activities.
- Leads volunteer committees and tasks forces as assigned. Leverages volunteers as door openers and relationship builders.
- Stays informed on external trends and opportunities related to assigned areas of responsibility.
- Supports the vision and goals of OneOC.

EDUCATION AND/OR EXPERIENCE:

- Minimum of 10 years' experience in related field.
- Successful track record of generating revenue through grant funding, sponsorships and /or earned revenue.
- Demonstrated results of connecting with local leaders, groups, and networks.
- Experience in the field of CSR and/ or nonprofits. Outcome driven with knowledge of marketing and sales concepts.

- Proven financial growth track record and management results across multiple service/business lines.
- Ability to balance strategy and execution on an on-going basis, knowing when to play each role.
- Possesses excellent oral and written communications skills.
- Ability to recruit, inspire and lead volunteers and volunteer groups.
- Highly organized with proven ability to prioritize responsibilities, handle multiple deadlines and be proactive and productive in a fast-paced work environment.
- Demonstrated ability to work independently on self-directed projects and to lead / collaborate in a team environment to drive business development from strategy through execution.
- Ability to inspire, lead, and motivate individuals and teams resulting in a strong desire and passion from others to meet the mission.
- Possesses excellent project management skills with an affinity for consistently producing high-quality work.
- Possesses a positive attitude, strong interpersonal skills, leadership qualities and a flexible team-oriented approach to working with others with an intellectual curiosity and professional drive.

COMPUTER & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Uses Microsoft Office Word and Excel as well as Internet and email programs proficiently.
- Uses typical office equipment.

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to 10 pounds regularly and 25 pounds occasionally.
- Exposed to typical office environment conditions and noise levels.

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work in order to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.

OTHER:

- Communicates effectively and courteously with all contacts – internal and external. Works collaboratively with diverse people, varying in seniority and work experiences.
- Maintains professional behavior, dress, and appearance at all times
- Attends meetings and trainings as requested
- Meets all requirements for confidentiality and for management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage.

- Maintains current knowledge of and complies with organizational and department policies and procedures.
- Drives personal car on business; maintains a driving record and personal car insurance in accordance with organization's policies and provides related records periodically.
- Assists with other duties as assigned on a regular or occasional basis.

Pay: \$100K - \$110K per year.

To apply, please send resume and cover letter to hr@oneoc.org

OneOC is proud to be an equal opportunity employer.