

**Britepaths**  
**JOB DESCRIPTION - 2023**

Job Title: Community Development Manager  
Reports To: Development Director  
Job Status: Full-time – 35hrs/wk  
Location: Hybrid – in-office Fairfax, telecommuting

**Available Benefits**

Available benefits include: Health Insurance, Life Insurance, Paid Time Off, 403b Match, Flexible Schedule, Telecommuting

**Mission Focus**

Britepaths is a non-profit organization dedicated to helping Northern Virginia residents meet their essential quality of life needs through food assistance, financial assistance, and mentoring programs. Please see our website for our values statement. We are explicitly working toward an inclusive, equitable and diverse organization.

**Role Summary**

As part of the Development team, the Community Development Manager's primary focus will be cultivating, managing, and stewarding a diverse range of community-based resources for Britepaths. These resources fall into three principal categories: Donor Communities, Social Communities, and Volunteer Communities, with the ultimate function of achieving Development department goals. The Community Development Manager will work closely with the Development Director to determine priorities and set initial goals, with the opportunity to spearhead key projects, exercise creativity and innovation, and develop a wider professional network.

**Donor Communities Responsibilities**

- Work with Development Director to create and manage semi-annual donor campaigns
- Assist with all aspects of annual fundraising events creation and execution
- Work with the Development Director to identify and recruit event sponsors and solicit event donations
- Staff donor-focused community events
- Assist with content development for annual Impact Report
- Coordinate and manage Britepaths participation in third party fundraising efforts, including Catalogue for Philanthropy, Giving Tuesday, and faith community efforts
- Participate in webinars and trainings related to fundraising efforts
- Other tasks and duties as assigned

**Social Communities Responsibilities**

- Work with the Development Director to identify outreach opportunities and cultivate groups to initiate or enhance engagement, specifically around key partnerships and sponsorships
- Establish partnerships with businesses and corporations that support Britepaths mission to cultivate an employer pipeline for graduates of Britepaths workforce development programs
- Create dynamic on-brand, mission-focused social platform content to promote meaningful audience engagement around events, giving, and high-value partnership opportunities
- Seek out emerging social media tools, platforms, and ways of connecting with audiences

- In collaboration with Communications Manager, develop and update Britepaths website content, create flyers and other collateral, and develop content for monthly e-newsletter and semi-annual print newsletter
- Other tasks and duties as assigned

#### **Volunteer Communities Responsibilities**

- Develop a high-value and long-term volunteer recruitment, orientation, and retention strategy
- Cultivate new and strengthen existing high-value and long-term volunteer relationships
- Serve as the primary point of contact for high-value and long-term volunteers
- Work with the Development Director to identify opportunities for employee volunteerism as an aspect of developing and enhancing corporate partnerships
- Work with the Development Director to identify outreach opportunities and cultivate civic or professional groups to initiate or enhance volunteer engagement
- Manage and recruit volunteers for Britepaths fundraising events
- Develop a volunteer recognition strategy
- Create dynamic on-brand, mission-focused content highlighting high-value individual and group volunteer activities and stories
- Other tasks and duties as assigned

**Education and Experience** – Bachelor’s Degree in Communications or Marketing field or Business Management preferred, or equivalent work experience. Experience in a goal- and team-oriented environment, with an ability to meet deadlines.

#### **Required Abilities and Skills**

- Self-motivation with a growth mindset
- Relationship building
- Strategic thinking
- Strong verbal and written communication skills
- Detail-oriented
- Excellent planning and organizational skills
- Problem solving
- Social media and digital platforms management
- Proficiency in MS Office and Google Suite
- Hands-on ability to work with design and project management platforms such as Canva, Animoto, and Trello

Position requires 35 hours/week, with at least 2 days/week in the Fairfax office, commensurate with an annual salary of \$43,680. Work schedule is flexible, but core hours are typically 10am to 2pm. Reliable internet connection at home is required, and laptop will be provided. Some weekend and evening work may be required. Must have own transportation.