

Britepaths
JOB DESCRIPTION - 2024

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

Available Benefits

Health Insurance, Life Insurance, Paid Vacation/Sick Time/Family Medical Leave, 403b Match, Flexible Schedule, Telecommuting

Mission Focus

Britepaths is a 501c3 non-profit organization providing food, financial assistance, financial education, and workforce development programming and services for clients in Northern Virginia. Our programs stabilize clients facing economic crisis, foster personal empowerment, and support the needs of children. 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, Civic + 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, execute, and manage fundraising campaigns
- Assist with all aspects of annual fundraising events creation and execution, including onsite staffing and transportation of materials and supplies
- Work with the Development Director to identify and recruit campaign and event sponsors and solicit event donations
- Serve as lead for donor-focused community events, including onsite staffing and transportation of materials and supplies
- Attend donor meetings individually and as part of the Development Team
- Assist with content development for annual Impact Report
- Coordinate and manage Britepaths participation in third party fundraising efforts, including Spur Local, Giving Tuesday, and faith community efforts
- Participate in webinars and trainings related to fundraising efforts
- Regional NoVA/DC travel required
- Other tasks and duties as assigned

Civic + 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
- Regional NoVA/DC travel required
- Other tasks and duties as assigned

Volunteer Communities Responsibilities

- Work with the Development Director to identify opportunities for employee volunteerism as an aspect of developing and enhancing corporate partnerships and sponsorships
- Work with the Development Director to identify outreach opportunities and cultivate civic or professional groups to initiate or enhance volunteer engagement, partnerships, and sponsorships
- Manage and recruit volunteers for Britepaths fundraising events
- Maintain consistent cadence of communication with fundraising event volunteers
- Other tasks and duties as assigned

Education and Experience – Bachelor’s Degree in Communications or Marketing field or Business Management preferred, or minimum of one year equivalent fundraising or nonprofit 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
- Strong verbal and written communication skills
- Detail-oriented
- Excellent planning and organizational skills
- Relationship building
- Public speaking and presentation skills
- Strategic thinking
- Problem solving
- Proficiency in MS Office and Google Suite
- Familiarity with donor database or CRM platforms such as Civi or Raiser’s Edge
- Creativity and hands-on ability to work with design platforms such as Canva and Animoto

Position requires 35 hours/week, with three (3) days/week in the Fairfax office, commensurate with an annual salary of \$45,000. Work schedule is flexible, with core hours Monday – Friday 10am to 2pm. Reliable internet connection at home is required for telecommuting, and laptop will be provided. Occasional weekend and evening work will be required. Must have own transportation for regional travel (mileage reimbursement for personal vehicle use provided for offsite meetings and events).