

## **Pride Foundation Community Engagement Manager - Job Announcement**

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Pride Foundation seeks an experienced, passionate, and motivated Community Engagement Manager based at its regional headquarters in Seattle. This is a fast-paced and pivotal position for a dynamic team player with relationship management skills and a love for detail, who wants to use their skills and experience to positively affect change for lesbian, gay, bisexual, transgender, and queer (LGBTQ) people and their families across the Northwest.

### **About Pride Foundation**

Pride Foundation is a regional community foundation that inspires giving to expand opportunities and advance full equality for LGBTQ people across the Northwest, including Alaska, Idaho, Montana, Oregon, and Washington. Through grants, scholarships, and initiatives, Pride Foundation has invested more than \$70 million in nonprofit organizations, local leaders, and student scholars since our founding in 1985.

Pride Foundation has a \$3 million operating budget with 16 full-time employees and several student interns. It is governed by a Board of Directors with 20 members from across the five-state region with diverse professional and personal backgrounds. The Community Engagement Manager reports to the Director of Community Engagement.

### **Primary Responsibilities**

The Community Engagement Manager provides project management support for all aspects of Pride Foundation's fundraising and resource development work across five states. The Community Engagement Manager is responsible for the coordination of activities relating to resource development and donor relations including event management, solicitation and stewardship efforts, and regular communications with fund holders and other supporters.

### **Ongoing Responsibilities**

1. Build and strengthen relationships with individual donors, businesses and other stakeholders through activities that include:
  - Conducting prospect research.
  - Researching and developing cultivation strategies.
  - Managing a portfolio of donors.  
(30% of role)
  
2. Support and cultivate a "culture of philanthropy" at Pride Foundation in which everyone participates in resource mobilization and fundraising efforts, especially through:
  - Assisting the board in their resource development efforts and co-leading learning opportunities.
  - Serving as a point-person and resource for five Regional Philanthropic Officers to support their local development efforts.
  - Stewarding and growing planned giving among donors.  
(15% of role)
  
3. Manage all aspects of fundraising events, including:
  - Two signature annual event series (Scholarship Celebration and Year-End Celebration) hosted in Seattle and in each state across the region.
  - Occasional online and in-person donor education events and seminars.

- An annual shareholder briefing for fund holders and other key supporters.
- An annual donor appreciation event.
- House party support locally and across the region.
- Post-event stewardship efforts.

(20% of role)

4. Lead the production of donor-specific communications and solicitations, including:
  - Developing bulk email and direct mail solicitations and stewardship pieces.
  - Creating and implementing campaigns for online giving days.
  - Contributing to the creation and tracking of donor segments for solicitation and stewardship efforts.
  - Working with Communications Manager to coordinate and execute all communications.

(20% of role)

5. Support community engagement department operations, including:

- Coordinating and implementing donor mailings.
- Managing the donor database in coordination with the database administrator.
- Tracking fundraising goals on a monthly basis with database administrator.
- Supervising community engagement interns.

(15% of role)

### **Skills, Abilities, and Knowledge**

#### Recommended

- At least two years of donor engagement, fundraising, and/or relationship management experience.
- Strong interpersonal skills with the ability to collaborate and work as part of a team.
- Outstanding organizational skills, creativity/innovation, attention to detail, and the ability to gracefully manage multiple deadlines and priorities.
- A commitment to providing quality stewardship to all Pride Foundation constituents, and the ability to develop a positive working relationship with staff, volunteers, board members, donors, and community supporters.
- Flexibility to work some evenings, weekends, and occasionally travel.
- Pride Foundation has a commitment to building a racially just, equitable and inclusive environment through all levels of operations in the organization. Ideal candidates will have demonstrated understanding and experience working on issues related to racial, gender, economic, and reproductive justice, and working in rural communities.

#### Helpful

- Knowledge of LGBTQ communities and issues.
- Strong verbal and written communications skills and the ability to communicate Pride Foundation's mission and interests to broad audiences and through a variety of mediums, including trainings.
- Good working knowledge of Microsoft Office software applications.

### **Salary and Benefits**

Salary is competitive. Pride Foundation determines its staff salaries using the Washington Nonprofit Wage & Benefit Annual Survey. Each salary is based on the average of similar positions in organizations of comparable size. For this position, the salary range is \$46,000-\$54,000.

Excellent employer-paid benefits: medical (includes coverage of gender-confirming health services and procedures), dental, and vision coverage along with disability insurance, employer retirement account contribution, and option for employee to invest in an individual retirement account.

### **To Apply**

Pride Foundation is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions and identities who are underrepresented in the field of philanthropy are encouraged to apply.

Send letter of interest and resume to: Alli Auldridge at [alli@pridefoundation.org](mailto:alli@pridefoundation.org). Please include "Community Engagement Manager" in the subject line of your email.

Interested candidates are encouraged to submit their applications by **Friday, June 23 for best consideration**. The position is available immediately. All applications will be reviewed and acted upon as they are received. The position will be filled as soon as the appropriate candidate is found.

For more information about Pride Foundation, please visit our website:  
[www.PrideFoundation.org](http://www.PrideFoundation.org).