

CFNIL Job Opening

TITLE: Engagement Officer
DEPARTMENT: Communications/Development
REPORTS TO: President
STATUS: Full-time, non-exempt

JOB SUMMARY:

The Engagement Officer works with the President and the Strategic Engagement Committee to create and execute engagement, development, and communications strategy and policy that results in expanding and deepening CFNIL's connections to key constituencies, positive perception, and growing contributions.

MAJOR RESPONSIBILITIES:

Engagement/Development

1. Understands CFNIL products and market positioning.
2. Identifies key constituencies and individuals relevant to CFNIL strategies, processes, and objectives.
3. Conducts constituent research.
4. Captures and manages constituent information.
5. Maintains awareness of trends and effective practices in engagement/development.
6. Creates iterative engagement/development plans with corresponding budgets.
7. Designs and executes engagement/development processes and experiences.
8. Works with all types of constituents individually and in groups including fellow employees and trustees to provide service, coordinate, educate, and inform.
9. Acts as staff liaison to the Strategic Engagement/Development Committee.
10. Monitors, analyzes, and reports engagement/development activity, constituent satisfaction, and outcomes.
11. Continually improves engagement/development.



Communications

1. Supports strategic, promotional, and functional communications.
2. Assists with message crafting.
3. Recommends appropriate communication modes and methods.
4. Drafts, edits, and designs communications.
5. Maintains and consistently applies CFNIL communication standards.
6. Coordinates the production and publishing of communications through printing, mailing, e-mailing, web-posting, public and social media, etc.
7. Interacts personally and through group settings including public speaking.
8. Maintains CFNIL's web site and content.
9. Cultivates media contacts and acts as media liaison.
10. Creates iterative communication plans with corresponding budgets.
11. Designs and implements communication processes.
12. Works across functions to coordinate and assist with communications.
13. Monitors, analyzes, and reports communication activity and outcomes.
14. Continually improves communications.

Event Management

1. Maintains the events calendar and assists all functions in planning and budgeting for events.
2. Performs or assists with all aspects of event management and coordination, including ad hoc public relations, outreach, and personal engagement events.

General Duties

1. Uses CFNIL's constituent relationship management system effectively.
2. Participates effectively as a CFNIL team member.
3. Continually seeks to identify and implement process improvements.

Other Responsibilities

1. Participates as a member of professional and community organizations.
2. Other duties and projects as may be assigned.

QUALIFICATIONS:

1. Bachelor's degree or 5+ years of experience
2. Relevant education and/or experience.
3. Commitment to the equitable treatment of all.
4. Ability to interact in a positive, friendly manner with a wide variety of people including grantees, donors, co-workers, committee members and other community members.
5. High standards of accuracy and attention to detail.
6. Superior oral and written communication skills.
7. Professional appearance and demeanor.
8. Ability to take initiative and be self-starting.
9. Proficiency in Microsoft Office, graphics software, database management, and web content management software



10. The Foundation's fiduciary responsibilities require all employees to hold themselves to the highest standards of personal integrity, ethical behavior, and confidentiality at all times.

COMPENSATION AND BENEFITS:

The salary range for this position is \$65,000 - \$75,000 but may be adjusted upwards based upon experience. The foundation offers a competitive benefits package, including medical, dental, vision, and disability insurance as well as the ability to participate in an employer sponsored retirement program. As this position is full time, it will accrue time off benefits as well.

Community Foundation of Northern Illinois is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.