campwarwa.org

# COMMUNITY ENGAGEMENT MANAGER

## Job Summary

Camp Warwa is dedicated to improving the lives of children through experiences in the outdoors. We are a non-profit charity based one hour west of Edmonton, Alberta.

Our Community Engagement Manager is a dynamic generalist responsible for growing Camp Warwa's donor, volunteer and alumni communities. This role is critical to sustaining and growing the organization's financial and volunteer resources, ensuring we can continue to deliver on our mission.

The successful candidate will be a highly motivated self-starter capable of managing multiple projects/events, executing diverse fundraising and communication strategies, and building strong community relationships.

This position requires a hands-on approach to all tasks. There is some short-term management of staff and volunteers relative to specific events.

Camp Warwa is led by a collaborative leadership community. Our organizational culture is cooperative, welcoming and carries a strong commitment to mentoring and professional development.

## Responsibilities and Duties

Core responsibilities of the Community Engagement Manager include:

- Database Management & Reporting
- Donor Cultivation & Solicitation
- Donor & Volunteer Acknowledgment & Stewardship
- Grant Writing & Management
- Managing Multi-Channel Campaigns
- Events & Community Engagement
- Supporting social media channels, newsletters & website content
- Fundraising Strategy & Administration

This position is year-round and reports to our Executive Director. The role will also work closely with our Operations Manager as well as a variety of volunteers and alumni.

## Qualifications and Skills

Required Knowledge, Experience & Competencies:

- 2+ years of proven, professional experience in either fundraising, development, volunteer management, social media management, or another related role, particularly in a charitable context.
- Experience with creating a strategy and maintaining multiple budgets.
- Excellent time management skills and ability to meet competing deadlines in an organized manner.
- Exceptional written and verbal communication skills, with the ability to engage a wide range of audiences.
- Strong interpersonal skills and experience working with volunteers and senior leadership.
- Self-starter with ability to work independently and collaboratively with a team.
- Strong attention to detail and accuracy.
- High proficiency in Microsoft Office (Word, Excel, PowerPoint, Teams, SharePoint).
- Proficiency using donor management software/CRM.

Assets:

- Experience using the Camp Barin CRM software.
- Experience with summer camps.
- Experience generating social media content
- Understanding of non-profit fundraising, event, and stewardship principles.
- Knowledge of project management, ticketing and auction software.
- Experience with volunteer management.

## Salary and Structure

This position has a starting wage of between $21 - $25 / hour, based on experience.

Average hours can range from 15 – 32 hour/week. Why such a wide range? This is our first year piloting this role and we are open to tailoring the hours of this job to fit our ideal applicants. Work is flexible, with a few evenings and weekends required as needed.

This is a remote, work from home position. The position is provided with a work cell phone and laptop. Most work is done online and via phone and email. Applicants must be able to commute to Camp Warwa for work on a casual, as needed basis. Likely up to once a month in the winter and 1-2 times a month in the summer season.

To apply, email resume to our Executive Director, Gerrit Leewes, at gerrit@campwarwa.org