



Job Title: Southern Arizona Community Engagement Manager

FLSA Status: Exempt/Professional

Salary Range: \$43,300-\$50,000 DOE

Requires Fingerprinting: Yes

Reports to: Chief Development Officer

About Gabriel's Angels

Founded in 2000, Gabriel's Angels' mission is through the life-changing power of pet therapy, we enhance the social and emotional development of vulnerable children. Pet Therapy Teams visit crisis agencies, domestic violence and homeless shelters, and Title one schools all to intervene in children's lives and enhance their emotional and behavioral development by teaching core behaviors – attachment, confidence, self-regulation, affiliation, empathy, tolerance, and respect. We are a statewide organization with plans to increase our footprint across the State of Arizona and wherever children may need us. Our Southern Arizona program has been the first and longest community (2006) in existence and serves as a model for future communities.

Summary of Job Activities: The Southern Arizona Community Engagement Manager will cultivate and nurture community contacts to increase awareness and inspire individuals and organizations to support vulnerable children through the power of Pet Therapy in Tucson, AZ and surrounding area.

Our ideal team member will have excellent presentation, communication and writing skills, has a natural curiosity as well as the ability to foster positive relationships with both individuals and organizations. We are looking for someone who is a self-starter and is skilled at working independently as well as with others. This position will be the principal ambassador for the organization in Tucson, often speaking publicly delivering the organization's vision within the local community.

In addition, this position will organize and manage our volunteer pet therapy teams as well as our Southern Arizona Community Council. This position will manage a portfolio of about thirty Southern Arizona donors, providing stewardship and cultivation on a regular basis and in an organized fashion, working closely with the Chief Development Officer. This position will also continually be looking for opportunities such as volunteer and donor recruitment, third-party fundraisers, in-kind drives as well as coordinate promotions/events.

This is a full-time position located in Tucson, AZ. The schedule for this position requires day hours and occasional evening and weekend hours to cover community presentations, volunteer activities, and special events that benefit the agency. This position reports to the Chief Development Officer.

Essential Duties and Responsibilities:

1. Research and cultivate relationships with individuals, businesses, and community service organizations to engage with Gabriel's Angels financial donors as well as volunteers.
2. Engage and cultivate donors through in-person and written communications, with the goal of increasing community awareness as well as securing donations.
3. Work closely with agency team members to build community awareness and engagement opportunities for individuals and businesses, through presentations, lunch and learns, and giving campaigns.
4. Develop comprehensive knowledge of Gabriel's Angels programs as well as industry trends.
5. Work with Chief Development Officer to identify Community Council, Volunteer Teams and donor needs.
6. Manage all aspects of recruiting and retaining Southern Arizona Community Council Members as well as coordinating meetings, creating agendas and keeping notes on the meetings.
7. Actively participate in the Southern Arizona community and be an ambassador for the organization.
8. Support fundraising events, including third party events as well as GA events.
9. Manage recruiting, and screening new volunteers. Provide training and supervision of volunteers.
10. Work with volunteers individually and in groups to engage them in meaningful volunteer service.
12. Responsible for tracking and inputting information in donor/contact management system (Bloomerang) as well as Volunteer management system (Volgistics). Experience with these software programs is a bonus. Experience with any CRM or management software is heavily desired.
13. Acknowledge Southern Arizona financial donations in a timely manner.
14. Complete monthly reports including summaries of volunteer hours, project status and donor activities.
15. Attend regular meetings with Chief Development Officer.

General Responsibilities:

1. Actively participate in the community and serve as an ambassador for the organization.

2. Manage various relationships, including donors, volunteers, community council, board members and partner agencies.
3. Respond to inquiries, phone calls, and email in a timely and responsive manner.
4. Support communication efforts by providing content for newsletters, emails, and social media.

JOB DESCRIPTION AND SPECIFICATION

Necessary Skills and Requirements:

- Outstanding verbal, written and presentation skills.
- Excellent interpersonal and networking skills to relate to large groups as well as individuals.
- Proven non-profit experience (fundraising, volunteer management, and in-kind donations).
- Excellent organizational and analytical skills with a high level of attention to detail.
- Ability to handle a variety of projects simultaneously in a fast-paced environment while maintaining attention to detail, accuracy, and completion in a timely manner.
- Strong command of MS Office tools including Power Point, Excel, and Word and proficient in general office procedures and practices.
- Reliable personal transportation with current registration and car insurance
- Valid Arizona driver's license.
- Holds a valid Level I Fingerprint Clearance card and/or the ability to pass a state and federal felony background check for a Level One fingerprint clearance card

Education and Experience:

Required

- Experience of 3 – 5 years with non-profit organization with areas of focus: fundraising, community outreach activities and/or volunteer management.
- Knowledge of the Tucson community and understanding of its nuances with very strong connections in Southern Arizona.

Preferred

- A Bachelor's degree in non-profit management, human services, communications, marketing, or a related field.
- Experience working in the Pet Therapy or Child Welfare sector.

Working Conditions:

- 40+ hours per week, five-day schedule, and some weekends/evenings.
- This is a hybrid, work from home and in the field/community position, with periodic in-person meetings in Metro-Phoenix at the main office. Living in the Tucson community is required.
- Ability and willingness to work a flexible schedule, to include evenings and weekends, to meet the needs of donors, volunteers and community supporters, and to be present at community functions and events.
- Work hours consist of office and field time.
- Ability to lift 25 lbs.
- Ability to work collaboratively with colleagues in a team environment.

Please email your resume with a cover letter to Tina Lopez, Chief Development Officer,
tlopez@gabrielsangels.org