



Position: Community Engagement and Development Manager
Reports to: Community Programs Director
Status: Full-Time Employee
FLSA: Non-Exempt
Last updated: March 26, 2025

POSITION OVERVIEW:

The **Community Engagement and Development Manager** will work under the supervision of the Community Programs Director to lead volunteer engagement initiatives as well as collaborate with the Development and Program teams to ensure that the Organization continues to maintain, refine, and develop a comprehensive Volunteer Program which supports the mission of the organization. This role is responsible for all recruitment, training, supervision, and recognition of Periwinkle Volunteers in the office and at special events and programs throughout the year. The **Community Engagement and Development Manager** is to assist with supervising the organization's Summer Interns and is primarily accountable for maintaining the integrity of the volunteer database. The **Community Engagement and Development Manager** should have an understanding of managing donor and volunteer relationships with individuals, foundations, and companies from solicitation and cultivation to engagement and recognition. Campaign underwriting, sponsorship generating, and general fundraising are also key responsibilities for the position.

KNOWLEDGE:

This position requires the ability to effectively communicate and build relationships with Periwinkle volunteers. Must be able to supervise, direct, lead and motivate volunteers to accomplish organization goals and have effective relationship building skills. Understanding of the fluid and flexible nature of volunteer work. Strong organizational skills, communication and decision-making skills. Ability to work independently and also as part of a team. Ability to plan, develop, and execute volunteer programs. Must have strong customer service skills. Must have the desire to develop and lead a top-notch Volunteer Program.

ESSENTIAL COMMUNITY ENGAGEMENT RESPONSIBILITIES: 75%

- Design and implement an enhanced Community Engagement plan built off the existing model.
- Manage high level relationships with key stakeholders throughout the organization.
- Actively engaged in the Houston market to engage corporate partners.
- Build model for volunteer recognition and awards.
- Plan and execute annual Volunteer Appreciation Event.
- Oversee Friends of Periwinkle/Young Professionals group including annual kickoff event, ongoing socials and networking events, and volunteer engagement opportunities.
- Facilitate a complete onboarding process for new volunteers which includes giving tours, conducting volunteer interviews, scheduling training, completing background checks, making volunteer files taking headshots of new volunteers to send with a short bio to all staff introducing them.
- Maintain an updated Volunteer Job Descriptions manual.
- Update and Maintain Volunteer Training Materials.
- Assist with overseeing the work of the Summer Programs Coordinator Intern, who manages Camp Periwinkle Day Volunteer opportunities.

- Fulfill staff requests for volunteer needs for office projects, programs and special events.
- Enhance volunteer integration and cultivation by monitoring their experience and setting up a regular follow-up plan.
- Develop and maintain Volunteer Communications System/Newsletter.
- Represent The Periwinkle Foundation in the community and at special events, when requested.
- Other responsibilities, as assigned by the Community Programs Director.
- Ensure complete setup of volunteers in DonorPerfect.
- Maintain the electronic Volunteer database and Volunteer service hours, working with staff to ensure that all volunteer hours and group volunteer hours are captured.
- Continually assess and update current volunteer needs to distribute the information to individual and group volunteers.
- Prepare regular reports on the Volunteers, Volunteer Service and the Volunteer Program.

ESSENTIAL DEVELOPMENT RESPONSIBILITIES: 25%

- Assists with planning and implementation of peer-to-peer fundraising events; Periwinkle Walk and Third Party Events event committee management, donor and sponsor solicitation, participant recruitment, and day-of-event logistics
- Assists Development Directors with Iron Sommelier, the biennial Gala, the Development Committee, and foundation grant proposals
- Recruit and manage a diverse population of committee members and volunteers
- Establish and maintain positive relationships with donors and volunteers
- Incorporate mission awareness into all activities and communications
- Utilize donor management system, DonorPerfect, to track volunteer and donor engagement
- Represents The Periwinkle Foundation in the community and at special events
- Other responsibilities, as assigned by the Executive Director or Development Director

QUALIFICATIONS

- At least two (2) years of experience in youth programs, volunteer coordination, or other related non-profit experience
- Ability to develop and implement high quality programming
- Ability to recruit and manage a diverse population of volunteers
- Ability to establish and maintain positive relationships with community and volunteers
- Ability to work with a high degree of independence, initiative and creativity
- Exceptional written, verbal and interpersonal communication skills. Ability to communicate effectively at all levels of an organization and with individuals and groups from different disciplines and cultures.
- Computer skills including Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) and ability to learn DonorPerfect, CampSite, Constant Contact and other organizational software tools.
- Excellent interpersonal and team building skills
- Strong organizational skills and a focus on customer service
- Ability to thrive in fast paced environment
- Ability to effectively manage a wide array of tasks, projects and responsibilities
- Able to learn and use Donor Perfect as a volunteer management database

WORK CONDITIONS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Walking
- Bending
- Standing
- Sitting
- Driving
- Extended hours and/or nights and weekends as needed
- Lifting up to 50 lbs with or without assistance

- Hearing
- Seeing
- Speaking and communicating effectively with clients, staff and others with diverse backgrounds
- Operating computers and standard office equipment
- Exposure to outside activities that could include extreme temperatures or inclement weather
- Required to travel as business conditions dictate

Essential Job Requirements:

Periwinkle Foundation employees and volunteers frequently perform job duties at Texas Children's Hospital (TCH) and directly with children who are undergoing cancer and other types of life-saving treatments. These children are severely immune compromised. To protect the health of these children, TCH has established health and safety requirements for all volunteers which includes Periwinkle Foundation staff and volunteers. Per applicable state and federal regulations, meeting TCH's health clearance and background check is considered a precondition of employment at Periwinkle Foundation and includes:

- Completion of TCH Health History Questionnaire including childhood disease and vaccine history
- Submission of immunization record to TCH. If no immunization record is available, a blood test confirmation of immunity for Rubella, Rubeola (Measles), Mumps, and Varicella (chickenpox) will be accepted by TCH.
- Tuberculosis Skin test.
- Annual Flu vaccine.

Background check and drug and alcohol testing, per applicable federal regulations.

ADA JOB REQUIREMENTS:

Reasonable accommodations will be made to ensure that the essential functions of the job can be performed and not hinder the employee's performance due to physical, mental or emotional disability.

EQUAL EMPLOYMENT OPPORTUNITY:

Periwinkle Foundation is an equal opportunity workplace. All employment decisions are made without regard to sex, race, color, religion, national origin, citizenship, age, disability, marital or veteran status, sexual orientation, gender identity or expression, or any other legally protected categories. This includes providing reasonable accommodation if requested for disabilities or religious beliefs and practices.