



FOSTER & ADOPTIVE CARE COALITION

FOR EVERY CHILD... A PLACE TO CALL HOME

Community Engagement Manager

Department:	Development	Date Prepared:	September 18, 2025
FSLA Status:	Full-Time, Exempt	Reports to:	Chief Impact Officer

Summary of Position

The Development Team supports the Coalition's mission by inspiring, managing, and growing the support of donors. The Community Engagement Manager leads the Development Team in cultivating and stewarding meaningful relationships with community partners, planning and executing development-related events, and serving as the liaison for the junior board. This position works closely with other members of the Development Team, the Marketing Team, Executive Director, Chief Financial Officer, and Chief Impact Officer.

Essential Functions & Responsibilities

- Provides intentional and meaningful engagement with affinity groups, donors, and other supporters.
- Develops increasing levels of involvement and support among donors, sponsors, and prospects through regular and intentional contact.
- Provides donors and other supporters with regular updates on the impact of their contributions through email, direct mail, calls, and in-person conversations.
- Records, manages, and analyzes fundraising data using Salesforce.
- Works with Family Enrichment & Volunteers Team to identify, develop, and maintain prospective new donors and other supporters.

Address
1750 S Brentwood Blvd., Suite 210
St. Louis, MO 63144

Phone / Fax
Office: 800.FOSTER.3 (314.367.8373)
Fax: 314.241.0715

Website
www.foster-adopt.org



- Works with the Family Enrichment & Volunteers Team to support volunteer groups- greeting groups when they arrive, taking pictures, ensuring a positive volunteer experience, and discussing next steps with the group for continued engagement and interest in other involvement opportunities.
- Works with the Marketing Team to prepare customized engagement materials for current and prospective supporters.
- Serves as staff lead for all fundraising and appreciation events (not to exceed 50% of overall job function).
- Develops and manages a calendar of events, including fundraising campaigns, community outreach programs, volunteer activities, and awareness campaigns.
- Handles all logistical aspects of event planning, such as venue selection, catering, entertainment, transportation, and permits.
- Ensures all events and community programs comply with relevant laws, regulations, and organizational policies.
- Works with the Chief Financial Officer, Chief Impact Officer, and Executive Director to accurately forecast event financial goals based on historical data and donor trends.
- Creates and manages timelines and event budgets, ensuring cost-effectiveness and adherence to financial guidelines.
- Enhances the organization's visibility and reputation within the community by creating and fostering new event sponsorship opportunities.
- Researches, identifies, and prepares event sponsorship proposals to select foundations and corporations.
- Solicits donations to support special events, fundraisers, and ReFresh/ReSource.
- Works with the Marketing Team to create and execute marketing plans to promote events and community programs through various channels, such as sponsorship packages, email campaigns, press releases, social media, and partnerships.
- Ensures integrity of all Development-related data in Salesforce.
- Serves as the liaison for the Jr. Board, planning and executing meetings and events (trivia night, networking events, happy hours, etc.).
- Processes and enters various types of monetary donations (e.g., checks, stocks) and in-kind donations (e.g., Amazon wish list purchases) into Salesforce and completes donor acknowledgments.
- Completes monthly reconciliation of financial data from Salesforce to compare with Quickbooks.
- Plans and facilitates special event committee meetings.
- Prepares agendas and minutes for committee meetings and regularly provides event progress reports.
- Plans and executes smaller awareness and gratitude events throughout the year.

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Agency Accountability

- Completes daily activity log.
- Maintains an up-to-date Outlook calendar.
- Adheres to the Coalition's Shared Values, Employee Code of Conduct, and Employee Code of Ethics.

Department Specific/Non-Essential Functions

- Other duties as assigned, with or without accommodations.
- Supports the Coalition's mission – attends special events, training events, and other "all hands-on deck" activities.
- Answers and responds to phone calls, emails, and inquiries regarding the Coalition services while in the office. Completes ongoing education and training as approved by or assigned by supervisor.
- Supports other agency staff as necessary to meet agency goals.

Qualifications & Requirements

Education

- Bachelor's degree in business or marketing, and/or a minimum of 3 years' experience in development, event management, hospitality, or closely related field.

Experience, Skills & Qualifications

- Experience in the nonprofit sector and working with volunteers.
- Ability and comfort working with diverse populations in varying environments.
- Strong organizational skills with attention to detail.
- Ability to adapt to changing circumstances while maintaining a positive attitude.
- Ability to engage sponsors and donors, resulting in long-term financial support.
- Project management experience is a plus.
- Proficient in Microsoft Office, including Outlook, Word, Excel, and PowerPoint.
- Experience using Client Relationship Management software. Salesforce experience a plus.
- Must have strong time management skills and able to prioritize.
- Excellent written and verbal communication skills.

Additional Skills/Competencies necessary to carry out services to the service population's culture and socio-economic characteristics.

- Requires an understanding of diversity (racial, ethnic, religious, socio-economic, etc.) as well as sensitivity to the situations of the children and families the organization serves.

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- Stresses a respect for the confidentiality of the children and families the organization serves.
- Requires a clean criminal history.
- Must fulfill the responsibility as a mandated reporter in the State of Missouri.
- Behaves with integrity, demonstrates high ethical standards, and displays a positive image of the Foster and Adoptive Care Coalition.
- Demonstrates accountability for results and keeps commitments to others.

Organizational Relationships/Scope

- This position is a member of the Development Team and reports to the Chief Impact Officer.

Working Conditions

- This in-office position entails work in the office as well as in the community.
- While performing the duties of this job, the employee is required to communicate effectively.
- The physical requirements of this job include sitting, standing, walking, climbing stairs, lifting up to 25 lbs., pulling and/or pushing on occasion.
- Use of automobiles for local travel to multiple sites may be required.
- The Coalition office is considered home-base with primary office hours Monday-Friday 8:30 AM – 4:30 PM CST.
- This position requires flexibility. Evening and weekend hours may be required to meet the expectations of this position.

Agency Shared Values

Employees of the Foster & Adoptive Care Coalition agree to hold themselves and their colleagues to the following values:

- We insist on fairness and respect. We are deliberate in ensuring everyone has safety, opportunity, access, and support to be heard.
- We are family. We are connected and support one another in meeting the needs of our own families and the families we serve. We assume the best and are committed to each other.
- We celebrate difference and harness its power. Every viewpoint is heard and honored. We are stronger because of our differences.
- We are intentional about knowing better and doing better, using innovation and solution-focus approaches with courageous passion and excellence.

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- We respect, leverage, and engage everyone’s unique strengths and talents so each individual can contribute to their full potential.
- We are an agency built on integrity, maintaining a culture of trust, respect, transparency, and honesty. We walk in our truth and uphold ethical standards.
- We stand up for each other and what is right for our clients and stakeholders with truth, vulnerability, and accountability.
- We develop and maintain authentic relationships by being flexible and open-minded and maximizing the strengths of everyone in the team to accomplish the best outcome for our children and families. Everyone contributes to leadership.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name:		Date:	
Employee Signature:			

Chief Impact Officer Name		Date:	
Chief Impact Officer Signature:			

Chief Human Resources Officer Name:		Date:	
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Chief Human Resources Officer Signature:		Date:	
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