Greater Green Bay Community Foundation
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POSITION DESCRIPTION

Position title: **Donor Engagement & Stewardship Manager**
Reports to: Vice President of Donor Relations & Communications

The Donor Engagement & Stewardship Manager advances the mission and strategic priorities of the Greater Green Bay Community Foundation by stewarding philanthropic partnerships, fostering engagement, and creating opportunities to expand the Foundation's reach and impact.

Serving as a connector, facilitator, and project leader, this position brings together people, resources, and ideas to advance strategic priorities through governance support, donor and volunteer engagement, event leadership, philanthropic partnership development, and strategic outreach.

Reporting to the Vice President of Donor Relations & Communications, this role serves as the primary staff partner to the Women's Fund Advisory Board while working collaboratively across the Foundation.

Principle Duties and Responsibilities

Women's Fund of Greater Green Bay:

1. Partner with the Women's Fund President and Advisory Board to establish priorities and ensure alignment with the Community Foundation's mission and strategic direction.
2. Cultivate relationships with donors, sponsors, Advisory Board members, Emeritus members, and community partners to strengthen engagement and long-term investment in the Fund.
3. Support effective governance and volunteer leadership through meeting coordination, board recruitment and onboarding, committee support, and efficient workflow management.
4. Maintain strategic documents including work plans, dashboards, and historical records, to promote continuity, volunteer transitions, accountability, and effective operations.
5. Oversee Women's Fund events, including logistics, sponsorships, registration, communications coordination, and follow-up to ensure alignment with Foundation.

Events & Initiatives

1. Lead the planning and execution of Foundation-wide events and assigned initiatives that strengthen relationships, create meaningful experiences, and maximize participation.
2. Manage business partnerships, community outreach, promotional strategies, and engagement activities that increase participation, strengthen community awareness, and maximize philanthropic impact for Give BIG Green Bay.
3. Research, develop, and plan opportunities to increase the Foundation's awareness, advance its community presence, and strengthen its leadership position.
4. Evaluate event and initiative outcomes and recommend improvements to engagement, efficiency, and impact.

Work relationship and scope:

Reports to the Vice President of Donor Relations & Strategic Communications and works in close partnership with the Women's Fund President. Collaborates across the Foundation, including staff,

board, committees, volunteers, and community partners to develop and implement initiatives, programs, and events that advance the mission and strategic priorities of the Greater Green Bay Community Foundation and the Women's Fund of Greater Green Bay.

Measures of performance:

Performance will be evaluated based on the achievement of agreed-upon goals and objectives, successful execution of assigned projects and initiatives, effectiveness of communications and stakeholder engagement efforts, and the ability to build and maintain strong working relationships with community partners, volunteers, donors, advisory board members, and Foundation staff.

Knowledge, skills, and abilities (KSA) required:

- Bachelor's degree or an equivalent combination of education and experience.
- 3-5 years of experience in nonprofit governance, volunteer engagement, and event management.
- Demonstrated ability to lead, build consensus, and engage diverse stakeholders while representing the Foundation with professionalism and credibility in the community.
- Exceptional relationship-building, communication, and partnership development skills.
- Project management experience with the ability to coordinate multiple initiatives, priorities, and stakeholders simultaneously.
- Strong strategic thinking, problem-solving, and organizational skills, with the ability to identify opportunities and translate ideas into actionable plans.
- Proficiency with Microsoft 365, CRM systems, and event management platforms.

Our commitment:

Central to our purpose as a community foundation, we are committed to fostering an inclusive environment of diverse thought, perspectives, and individuals. If you don't meet every requirement, please consider applying. You may be the right candidate for this role or others within the Foundation.

Work conditions:

Work is performed largely in the city of Green Bay; however, the Foundation serves Brown, Oconto, and Kewaunee counties. Meetings are held county- and state-wide. May involve some travel to other states for conferences.

Physical requirements:

- Ability to support event logistics, including setup, material transport, room preparation, and teardown.
- Ability to attend and support meetings, events, and community functions, including occasional evening and weekend commitments.
- Ability to lift and carry materials and event supplies weighing up to 25 pounds.

Compensation:

This is a full-time, exempt position. The salary range is between $65,000 - $70,000 based on experience, with a comprehensive benefits package.

To apply:

Please submit resume and cover letter to Annie Dart anniedart@ggbcf.org