



Flourish with us as our Community Engagement Manager!

Join our team of dedicated professionals in strengthening our community for current and future generations by helping people make a difference in the lives of all.

The Community Engagement Manager plays a central role in advancing the Foundation's community leadership strategy by managing a defined portfolio of nonprofit and community partner relationships. Responsible for leading engagement activities that strengthen community voice, trust, and shared learning, this position serves as the department's primary relationship holder, facilitating conversations, gathering insights, and ensuring that community perspectives meaningfully inform grantmaking, knowledge exchange, and organizational decision making. This is a unique opportunity to contribute to a department in active growth, helping shape how the Foundation deepens its role as a community leader in the Fox Valley Region.

If you have five years of relevant experience with two of those years in the nonprofit sector and are knowledgeable in capacity building, fundraising, or nonprofit sector needs, we want to hear from you! Qualified candidates must have knowledge of capacity building, fundraising, and nonprofit sector needs. Event planning experience is preferred. Please see the detailed job description below.

We are certified as a gold-level Employee Friendly Workplace by the Fox Cities Chamber of Commerce! This certification recognizes employers who demonstrate a significant commitment to promoting work/life integration by creating a positive work environment and experience for all employees.

We offer a flexible and hybrid working environment. Our team currently works in our office at 4455 W. Lawrence Street in Appleton, WI, or remotely in the Fox Valley area. In addition to a flexible working environment, it is important to us to offer a generous benefit package to our team members. Our current package includes medical, dental, and vision insurance, 401(k), paid time off, paid volunteer hours, and professional development. This position is a full-time, benefits eligible position. The salary range starts at \$71,000. A start date no later than September 2026 is preferred.

We are excited to learn more about your experience! **Please submit your resume and cover letter to careers@cffoxvalley.org using the following email subject line: Community Engagement Manager.**



Job Description

POSITION TITLE: Community Engagement Manager

DEPARTMENT: Community Engagement

LOCATION: Community Foundation for the Fox Valley Region 4455 W. Lawrence St. Appleton, WI 54914

REPORTING TO: Director of Community Engagement

FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Exempt

CLASSIFICATION: Full-Time Benefits Eligible

LAST UPDATED: June 12, 2026

POSITION SUMMARY

The **Community Engagement Manager** is part of the Foundation's dedicated team of professionals who work together under the core values of belonging, integrity, respect, stewardship, and teamwork, to support the strategic direction and mission of the Foundation, strengthening our community for current and future generations by helping people make a difference in the lives of all.

The **Community Engagement Manager** is a key member of the Community Engagement team and plays a central role in advancing the Foundation's community leadership strategy by managing a defined portfolio of nonprofit and community partner relationships. Responsible for leading engagement activities that strengthen community voice, trust, and shared learning, this position is the department's primary relationship holder, facilitating conversations, gathering insights, and ensuring that community perspectives meaningfully inform grantmaking, knowledge exchange, and organizational decision making. This role balances external relationship management with internal coordination, documentation, and cross-team collaboration to ensure engagement efforts are consistent, aligned, and responsive to community needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Relationship Portfolio Management

- Manage and steward nonprofit and community partner relationships with a demonstrated history of building credibility, maintaining trust over time, and proactively strengthening partnerships;
- Lead regular one-on-one meetings with partners to understand needs, opportunities, and emerging trends.
- Build relationships with senior nonprofit leaders in nuanced, mission-aligned conversations and navigate complex or sensitive conversations to drive resolution.
- Manage partner engagement to ensure coordination and alignment with Foundation values, priorities, and the community engagement framework.
- Represent the Foundation at community convenings, nonprofit events, and partner meetings to maintain visibility and strengthen relationships.

Understanding Community and Sector Needs

- Design and facilitate engagement activities that support learning, connection, and shared understanding across the region.
- Identify community insights and collaborate with other leaders to transform into recommendations that inform grantmaking, strategy, and organizational learning.
- Manage engagement activities and maintain accurate documentation, ensuring insights are captured and shared with internal teams.



- Conduct research and analyze data to deepen understanding of community needs, with particular attention to rural communities and underrepresented groups.
- Manage trends in philanthropy, nonprofit practice, and community engagement, applying learning to strengthen the Foundation's approach.
- Drive opportunities for professional development to enhance skills in facilitation, relationship management, and community-centered practice.

Program and Process Coordination

- Collaborate with grantmaking teams, managing application cycles, reviewing materials, and ensuring clarity and continuity between engagement and funding processes.
- Create industry-informed summaries, reports, and recommendations to support Director level decision-making and governance updates.
- Identify process improvements and recommend adjustments within established frameworks.

Cross-Team Collaboration

- Collaborate within Community Engagement and across other Foundation teams to ensure engagement efforts are integrated into funding opportunities and organizational priorities.
- Drive insight and trend sharing with colleagues to strengthen proactive grantmaking and deepen understanding of community needs.
- Support internal knowledge exchange, helping ensure community voice is reflected across the Foundation's work.

This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE

- Five (5) years of experience relevant to the major responsibilities of the position with at least two (2) years of prior experience in the nonprofit sector.
- Knowledge of capacity building, fundraising, and nonprofit sector needs is required.
- Proficiency in Office 365, including Word, Excel, Outlook, PowerPoint, and Teams is required.
- Event planning experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Exceptional writing, editing, and verbal communications skills.
- Highly organized and attentive to details.
- Outstanding interpersonal communication skills and leadership skills.
- Ability to cultivate and sustain relationships with senior leaders across nonprofit, civic, and community organizations.
- Highly motivated self-starter who is goal-oriented and has an aptitude for problem-solving.
- Ability to work independently and collaboratively as a member of a team.
- High level of professionalism, integrity, and ethics with respect for, and discretion about confidential information.
- Ability to handle multiple tasks simultaneously and manage time effectively.
- High level of creativity and ability to complete creative tasks or motivate others to accomplish the shared vision.



WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment.
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position
- Work with frequent interruption
- Sit for long periods of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Travel occasionally to surrounding area businesses for events, meetings, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.