

POSITION DESCRIPTION

JOB TITLE:	Business Engagement Associate	STATUS:	Non-Exempt
REPORTS TO:	Business Engagement Officer	HOURS:	Full Time
DATE:	March 2020	DEPT:	Relationships

CFT's Vision

To build thriving communities for all

CFT's Mission

CFT stimulates creative solutions to key challenges in our community. We thoughtfully and effectively support our diverse donors and grantees by providing exemplary service and by demonstrating accountability. We improve lives through an unwavering commitment to lasting impact.

CFT's Values

Enhancing the experience and impact of giving through:

1. Exemplary service;
2. Wise stewardship of resources; and as a
3. Trusted partner for community knowledge and collaboration.

[Communities Foundation of Texas](#) main focus is to enhance the experience and impact of giving for individuals, families, companies, foundations and nonprofits by offering charitable tools like donor-advised funds, scholarships, [North Texas Giving Day](#) and more. CFT's strategic plan includes 1) growing giving in our region, 2) catalyzing change in critically important areas such as education, medical and scientific research and public safety and 3) strengthening the local philanthropic sector of donors and nonprofits. CFT runs [Educate Texas](#), Working Families Success Network, the W. W. Caruth, Jr. Foundation and other key initiatives. Since 1953, CFT has granted more than \$2 billion to support nonprofits in our region, across the nation and the world. Learn more at www.CFTexas.org and through this [recent overview video](#).

[CFT for Business](#) works with companies of all sizes and make it easy for them to do good in the community in a way that is good for business. We offer a wide range of philanthropic services to our network of good corporate citizens, to help start or grow a company's giving and community engagement program. We're here to provide our expertise and resources to help a company develop a culture of good corporate citizenship by aligning their community engagement efforts with their business goals. CFT for Business organizes volunteer events, educational and professional development workshops; and affinity group networking opportunities. Learn more through our introductory [video](#).

Position Summary

The CFT for Business Engagement Associate will support CFT for Business' mission to make it easy for companies of all sizes to do good in the community but in a way that is good for business. They will manage a small portfolio of business clients and implement community-oriented strategies for these businesses. They will support or collaborate with the Business Engagement Officer on key programs for CFT4B including [Freedom Day](#), quarterly volunteer service events, networking and educational events . The Associate will also assist the CFT for Business Director with prospect research and limited outreach, and have the opportunity to manage content related to monthly event emails and social media posts as well as collaborating on writing case studies for client engagements.

Key Responsibilities

- Nurture client relationships for a small portfolio of Business Engagement Network clients including, but not limited to, annual orientation or checkpoint meetings, custom community involvement surveys, encouraging participation in scheduled volunteer service events, and developing custom volunteer projects
- Support the Business Engagement Officer with nonprofit relationship development and management and gain an understanding of volunteer opportunities at a variety of local nonprofits
- Design and implement quarterly volunteer service events in partnership with the Business Engagement Officer
- Provide support as needed to networking and affinity group gatherings, educational and professional development opportunities hosted by CFT4B
- Collaborate with the CFT4B team and CFT's marketing team to create monthly invites to events and regular social media posts
- Develop case studies highlighting CFT4B services and client success stories
- Serve as host at on-site events to welcome volunteers and other guests
- Work alongside CFT for Business Director to support prospect research and outreach, as needed

Qualifications

- Bachelor's degree and relevant work experience preferred
- Familiarity with the local nonprofit sector, preferred
- Track record of active volunteerism

Skills & Requirements

- Passionate about serving and supporting the North Texas community
- Creative thinker with a positive attitude
- Highly detailed-oriented
- Relationship oriented, excellent social and networking skills
- Ability to work effectively with others in a team environment
- Excellent written and verbal communication skills
- Flexibility and adaptability
- Common sense and willingness to accept responsibility
- Strong work ethic, credibility and integrity
- Strong organizational and project management skills
- High degree of professionalism, business judgment, tact and diplomacy

- Excellent problem-solving skills Proficiency with MS Office applications (Excel, Word, PowerPoint, Outlook)
- Valid state issued driver's license

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. Overview is not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

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

If interested, please send your resume, cover letter and salary requirements to: careers@cftexas.org