



TAHOE TRUCKEE COMMUNITY FOUNDATION

ENGAGEMENT & EVENTS MANAGER

Position Title: Engagement & Events Manager

Department: Engagement & Communications

Job Level: Manager

Reports To: Strategic Advisor, Director of Engagement & Communications

Primary Location: TTCF Office & Offsite Events

Class: Non-exempt, Full-time, Full Time 40 Hours per week

About Tahoe Truckee Community Foundation: The Tahoe Truckee Community Foundation (TTCF) is a local, philanthropic, community-based organization in Truckee, California. Our mission is to bring together trusted partners to align strategies and inspire philanthropy to nurture a resilient community and environment.

1. POSITION OVERVIEW

SUMMARY: Our team seeks a highly motivated fundraising and events professional with strong organizational and analytical skills to serve as Engagement and Events Manager. The manager will be a key collaborative member of the Foundation's Engagement and Communications Team and reports to the Director of Engagement and Communications. Our ideal candidate demonstrates strong initiative with the ability to manage up to push projects forward. They can stay organized across multiple priorities, communicate effectively, maintain confidentiality when working with sensitive donor information, and work independently and with teams at all levels. The candidate is highly skilled in serving clients both one-on-one and through event facilitation.

2. ROLES & RESPONSIBILITIES

ROLE OVERVIEW: The goal of TTCF's Engagement and Communications team is to cultivate meaningful and authentic relationships between stakeholders and the Foundation. We do this by identifying mission alignment, creating and collaborating on engaging experiences, and developing systems to track and adapt our strategies. Our communications strategy is a natural extension of our engagement strategy, and the two are developed and executed in tandem. This position will directly support the Director of Engagement and Communications and the CEO to ensure the highest level of support for all engagement efforts. While rooted and accountable to an annual strategy, this team is highly entrepreneurial, innovative, and willing to take risks and learn quickly.

EXPECTATIONS FOR THE MANAGER-LEVEL ROLE: Manages and coordinates the activities and administration of a designated program within the organization and assures the programs, implementation, and activities are carried out in line with the organization's objectives, motives, and goals. Plans and develops methods and procedures for implementing the program and exercises control over personnel responsible for specific function or phase of program.

Focus Area Allocations:

Engagement Services (40% of time)

Increase the organization's internal capacity across functional areas and campaigns(or projects) in order to drive performance and deliver on annual resource development goals.

Resource Development

- Support TTCF's Resource Development Campaigns and Campaign Leads to meet their goals, including tracking and reporting on metrics.
- Provide high-level donor support and maintain open communication with Director and team.
- Conduct prospect research and qualification to build and maintain a robust database of viable private foundations, corporations, individual donors, and grantmakers.
- Track weekly donations and ensure donors receive thank-you notes promptly.
- Develop and maintain a donor pipeline with milestones and Key Performance Indicators (KPIs).
- Project-manage collaborative grant applications, reporting requirements, and deadlines.
- Support teams in setting and meeting deadlines, gathering required documents, and synthesizing information.

Tahoe50 Giving Club

- Coordinate logistics and communications for Tahoe50, including pass design, pass distributions, gift packages, waivers, commitments, etc.
- Serve as the point of contact for pass holders and resort partners to ensure seamless program delivery and customer service.

- Maintain strong communication with the Director and CEO on pass holder updates, challenges, and opportunities for improvement.

Donor Services

- Add capacity to Donor Services by collaborating with the Director of Foundation Services and assisting with fund documentation and pulling accurate, up-to-date reports.
- Document and track Fund Agreements.
- Help donors set up their individual Donor Portals.
- Develop and maintain donor communications and acknowledgments.

Event Coordination (30% of time)

Support event logistics planning, including coordinating venues, vendors, guest lists, speakers, RSVPs, and follow-up.

- Create invitation lists and maintain RSVPs for donor events.
- Serve as the primary point of contact for all vendors, venue staff, and partners.
- Support the development of timelines, runs of show, and agendas.
- Work with the communications team to develop invitations and digital and print materials.
- Provide on-site coordination of all stakeholders and ensure a seamless event.
- Leverage tech tools to track pipeline results for engagement and campaign activities.

Data Tracking & Reporting (20% of time)

Perform research and data analysis on donors and prospects, providing actionable insights and reports.

- Ensure real-time and accurate data is available to inform decision-making.
- Serve as team lead on donor communications; record entries and updates in CRM.
- Create dashboards and other visual representations.
- Maintain and refresh documentation of criteria for reports.
- Deliver standard development reports on agreed-upon schedule and ad-hoc reports.
- Leverage C-suite and other technology tools, e.g. KindSight, Google Analytics, etc., to track pipeline results for engagement and activities.
- Develop weekly reports and team actions to meet development goals.

Administrative Support/Program Engagement (10% of time)

- Support development-associated meetings by sending calendar reminders, agendas, meeting minutes, and follow-up communication.
- Provide in-office support to ensure excellent customer service and engagement.

- When available, support broader TTCF activities by representing the mission in outside meetings, assisting with communications, and meeting prep

Calendars, Emails, Documents, and File Management

- Keep clear, concise, and discoverable administrative structure that demonstrates professionalism and supports team collaboration and engagement
- Keep an up-to-date and clear Google Calendar to communicate activities and projects
- Train on and maintain clear project and file structure standards and align them with the broader team needs, document retention policies, and contract management

Other Responsibilities: *This job description is not intended to contain a comprehensive listing of all activities, duties, or responsibilities required of the employee. Duties, responsibilities, and activities may change at any time with or without notice.*

3. QUALIFICATIONS & COMPETENCIES

CANDIDATE PROFILE: This role requires excellent customer service, a broad mix of communication talents, and strong organizational skills. Event managers, salespeople, and innovative problem solvers with the right mix of life experience and hard skills are encouraged to apply.

- **Professional Experience:** A minimum of 3-5 years of work experience and a Bachelor's-level education in a related field or industry or equivalent experience.
- **Cultural Competency:** Comfortable working in diverse settings and groups.
- **Core Competencies:** Customer-service mindset, strong attention to detail, sales or fundraising competency, and ability to balance multiple priorities simultaneously.
- **Work Environment & Adaptability:** Full-time non-exempt position (40 hours/week) with a requirement to work in-person, based in the office as well as offsite for special events.
- **Technical Skills:** Competency in computer programs including Microsoft Office or Google Suite. Experience with Canva, Customer Relationship Management Systems, Wealth Screening Software, etc., is a plus.
- **Organizational Alignment:** Commitment to TTCF's mission of bringing together trusted partners to align strategies and inspire philanthropy to nurture a resilient community and environment.

4. WHAT WE OFFER

COMPENSATION & CULTURE: The salary hiring range for this position is \$70,000-\$80,000 based on experience.

In addition, TTCF is proud to offer the following:

- **Inclusive Work Culture:** A mission-driven, inclusive environment focused on both individual and collective success.
- **Professional Growth:** Opportunities for professional development to help you reach your career goals and advance the mission and impact of TTCF.
- **Compensation & Benefits:** Medical, dental, and vision, 401k, PTO, and 10 paid annual holidays.
- **Workplace Perks:** Technology Stipend, Employee Assistance Program (EAP), paid volunteer time.

5. APPLICATION INFORMATION

SUBMISSION PROCEDURES:

To apply, send (1) professional statement of values (2) resume to jobs@ttcf.net Please indicate the Job Title "Engagement & Events Manager" in your subject line.

TTCF is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.