



Civic Influencers is a national nonpartisan nonprofit operating across the country, on and off campus, in local communities and states, that empowers young people to build their civic power and increase voting rates amongst their peers. They frame their work through an Organizing, Advocacy and Learning model that equips young people with the skills to dismantle barriers to voting while developing their identities as voters and participants in our democracy.

Reports to Chief Development Officer or designee

Classification: Full-time Exempt

Location: Remote work from any location in the US

Travel: Some travel required

GENERAL DESCRIPTION

Civic Influencers is seeking a Stakeholder Engagement Coordinator with experience in building, maintaining and overseeing critical fundraising processes in nonprofits.

The Stakeholder Engagement Coordinator will apply their skills to support the fundraising efforts -- across Individual Donors, Institutional Foundations, and Corporations -- to grow and expand Civic Influencers' annual revenue. Reporting to the Chief Development Officer, the subsequent tasks and duties will fall within the following buckets across the Stakeholder Engagement Team, including:

Process Management

- Manage Salesforce (including Give Lively) & Little Green Light database, to ensure accurate recordkeeping that carefully tracks, acknowledges, and reports on gifts from individuals, foundations, corporations and gifts acquired through briefings & events.
- Generate and deliver timely gift acknowledgement letters for all gifts received via check, wire, or stock.
- Liaise with Operations on a monthly basis to reconcile all gifts and confirm they have been received, deposited and acknowledged.
- Analyze fundraising and gift trends (as a whole and on an individual basis) and report out to the CEO and Stakeholder Engagement Team to identify missing gift opportunities and seasons of heightened giving.
- Attend all Donor Engagement meetings to record meeting minutes and identify action items to keep all team members moving forward.
- Attend all staff meetings to assist in presenting out Stakeholder Engagement upcoming briefings and meetings, as well as sharing accomplishments.

Donor Research, Outreach & Engagement

- Research potential prospects and existing donors, including individuals, foundations and corporations, generating briefing materials for all meetings.
- Create donor correspondence for the Chief Development Officer related to invitations, meeting requests, and solicitations as needed.
- Schedule and attend donor meetings, following-up in a timely manner to secure funds for the organization.



- Steward a select group of donors (including individuals, foundations and corporations) to ensure funding year-over-year.
- Support the Chief Development Officer and Senior Institutional Gifts Manager to draft and submit grant proposals and reports

Communications & Briefings

- Take the lead role in organizing donor-hosted briefings and town halls, including managing Zoom, overseeing guest list, and ensuring timely follow-up.
- Orchestrate relevant communications, including mailings, of Civic Influencers materials to donors, funders, prospects and virtual briefings & in-person events hosts.
- Other duties as assigned.

Skills & Qualifications

- Bachelor's degree in Political Science, Public Policy, or a related field or equivalent experience.
- 2+ years of maintaining fundraising processes and documents, a desire to become a fundraiser a plus.
- Capable of building and sustaining relationships with a variety of individuals and organizations.
- Familiarity with and understanding of CRMs and other content management databases, experience with Salesforce a plus.
- Proficient on Google Suite, including Google Sheets and Google Slides.
- Working knowledge of Tableau and Slack a plus.
- Excellent interpersonal and verbal communication skills; including the ability to communicate effectively and professionally with other staff, partner organizations, elected and appointed officials, corporate/business representatives, and community members.
- Commitment to transparency, accountability, and direct communication.
- Ability to work independently as well as collaboratively in a fast-paced environment with multiple priorities and tight deadlines.
- Ability to manage highly sensitive, confidential information using excellent judgment at all times.
- Must have a commitment to DEI and cultural competency, including an awareness of one's own cultural worldview, a welcoming attitude towards cultural differences, an appreciative knowledge of different cultural practices and worldviews, and cross-cultural skills.

Desired Skills

- Experience working in a movement organization, including ones focused on Voting Rights, Social Justice, Civil Rights or Youth.
- Experience working in politics.
- Experience working with or within a higher education institution, People of Color Serving Institutions (PoCSIs, e.g., HSIs and HBCUs a plus).

Other Requirements



- Must be able to work independently without supervision on a daily basis.
- Must complete data visualization and data gathering trainings hosted by Tableau, and other trainings as required.
- Extremely reliable and available on evenings and weekends for occasional events and conferences.

COMPENSATION

Salary

Salary range for this position is \$40,000 - \$45,000. Salary will be commensurate with experience and skills.

Benefits

- Health insurance with employer contribution
- 401K plan with employer match after 6 months
- 13 paid holidays
- 10 days paid vacation
- 12 days paid sick leave

HOW TO APPLY

Start date: for immediate consideration.

Email your application to: hr@civicinfluencers.org

Please email your resume and cover letter with the position title and your name in the subject line. Applicants who do not submit both will not be considered. Please note in your cover letter where you saw this position listed and your availability.

Applicants who have been selected to move forward in the interview process will be contacted directly.

Civic Influencers is an equal opportunity employer and does not discriminate based on race, nationality, ethnicity, religion, age, gender, sexual orientation, disability or class. We value diversity on our team and strongly encourage people of color, Indigenous people, LGBTQIA individuals, people with disabilities and all qualified persons to apply for our open positions.