NetworkPeninsula believes strong nonprofits are key to vibrant, connected, and healthier communities. We build stronger communities by empowering local nonprofits with tools needed to fulfill their missions effectively, and by connecting citizens and businesses to the nonprofits serving their community. We are a trusted leader providing education, connections, advocacy, and authentic collaboration opportunities to help our nonprofits remain sustainable, able to continue the valuable work they do.

Our Mission & Vision – NetworkPeninsula’s mission is to raise awareness of the needs on the Peninsula, encourage involvement from the community at large, and strengthen the nonprofits working to meet these needs. Our vision is a strong nonprofit sector supported by an engaged public who recognize the value of nonprofits and come alongside them to positively impact the health and wellbeing of our communities.

Director of Stakeholder Engagement

Under the support and direction of the Executive Director, the Director of Stakeholder Engagement (DSE) will work to increase the visibility and profile of NetworkPeninsula in order to secure support needed to fulfill the organization’s mission. The DSE will serve as the primary contact for current nonprofit members, as well as the outreach person charged with identifying and promoting services and benefits to nonprofits on the Peninsula that are not yet members.

The DSE will also work with the Executive Director, Board of Directors, and other key stakeholders to grow and retain business partnerships and event sponsorships; generate support from area civic groups and faith-based groups; and engage the community at large in supporting local nonprofits through board service, volunteering, etc.

This position will also assist the Executive Director in facilitating continuing education workshops and webinars, board development classes, peer to peer groups, and other activities.

**DEADLINE for Resumes:** November 20, 2022. Interviews will take place through December 2 and notification will be sent to all applicants NLT December 15.

Please send Resume and TWO written references that are related to the duties of this position, to Karen at info@networkpeninsula.org and put “DSE position” in Subject line. No phone calls please.

**START DATE:** January 2, 2023.
Job Duties & Responsibilities

- Be proficient in the key goals, programs, and service offerings of NetworkPeninsula.
- Serve as a public representative of the organization. Attend and make presentations at Networking and/or Speaker's Bureau events.
- Maintain relationships with current members to ensure they are taking full advantage of member benefits and to identify emerging needs within their organization.
- Work with Executive Director to develop a plan to target nonprofits not currently members, including lapsed members. Maintain continual communication with them.
- Develop and maintain a database of all nonprofit organizations in the service area, with key contact information. Continually update database with engagement activities undertaken to maintain and/or secure membership.
- Develop a plan to create and maintain relationships with current Partners and target other local businesses, and civic and faith-based organizations that support nonprofits in the service area. Work with the Executive Director to engage the Board of Directors in identifying and securing support from the for profit business community.
- Maintain a database of current and potential business partners on the Peninsula to include key contact information, as well as of their partnership.
- Provide support to Board in facilitating engagement activities, to include check ins via phone and email, informational meetings, program updates, etc.
- Work with the Executive Director as needed to facilitate workshops, webinars, board trainings, peer to peer groups, and other events and programs.

Qualifications

- Bachelor's degree required
- Minimum of 2 years of experience in expanding and strengthening relationships with key stakeholders.
- Minimum of 2 years of experience managing multiple fast-paced projects
- Extremely organized and able to multitask, prioritize and meet tight deadlines
- Strong public speaking and presentation skills.
- Strong customer relation skills.
- Ability to work independently, with little day-to-day supervision.
- Demonstrated experience in creating and implementing fundraising and other events.
- Excellent communication skills, both oral and written
- Strong problem solving and interpersonal skills.
- Proficient skill level with all Microsoft Office applications.

Compensation:

Salary is $46,800. This is a 30-hour/week non-exempt position. Hours worked will typically be during normal office hours. There may be occasional evening and/or early morning activities including Chamber networking events, civic group meetings, etc. No weekend hours are required. Office location will be in Newport News, with the possibility of working remotely for some hours, once DSE is firmly oriented and established in position. This will be at the discretion of the Executive Director.