

POSITION DESCRIPTION

JOB TITLE:	Employee Engagement Coordinator	STATUS:	Non-Exempt
REPORTS TO:	Human Resources Director	HOURS:	Part-time
DATE:	January 2019	DEPT:	Human Resources

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 programs include [Educate Texas](#), [Working Families Success Network](#), the W. W. Caruth, Jr. Fund and other key initiatives. Since 1953, CFT has granted more than \$1.8 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](#).

Summary

The Employee Engagement Coordinator is responsible for managing the coordination and execution of initiatives generated through the Creating Fun Together team, Professional Development (PD), Rewards and Appreciation and Health and Wellness committees with a focus on improving culture and employee engagement to achieve the goals of the foundation.

Key Responsibilities

In collaboration with the HR Director:

- Drive and cultivate a culture of inclusion, excellence and employee engagement throughout the foundation
- Develop and implement long-term employee engagement and key initiatives to achieve and promote a culture of employee engagement

- Chair Creating Fun Together team, Professional Development, Recognition & Appreciation, and Health & Wellness committees and oversee and execute all initiatives created therein
- Research, evaluate and select vendors according to requirements aligned with internal events
- Maintain existing employee recognition opportunities and be a thought partner in developing new foundation-wide programs including researching and evaluating
- Execute annual budgets, proposals, timelines and designs to increase employee engagement and sustain the overall employee culture
- Oversee all functions of employee events
- Develop and report metrics to measure effectiveness of various initiatives
- Serve as North Texas Giving Day staff volunteer liaison to create, coordinate and execute all volunteer positions, duties and staff events surrounding
- Assist with coordination and execution of annual staff retreat
- Manage overall Professional Development program for the foundation through organizing programs and structure around initiatives from the Professional Development (PD) committee
- Execute and assist with special projects as assigned

Qualifications

- Bachelor's degree or related experience preferred
- High level of proficiency in Microsoft Office Suite
- 2-4 years of committee and employee engagement experience
- Knowledge of database, Raiser's Edge preferred

Skills & Requirements

- Enthusiastic and eager to champion a culture that engages employees
- Creative problem solver with the ability to balance changing or competing priorities and responsibilities while meeting deadlines
- Ability to maintain the utmost confidentiality
- Detail oriented to ensure accuracy, thoroughness and quality of work
- Possess excellent organizational skills
- Effective oral and written communications skills
- Excellent interpersonal skills
- Demonstrated ability to excel both independently and as a team member in a collaborative environment
- 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. They are 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.

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