

JOB TITLE:	Business Engagement Officer	STATUS:	Exempt
REPORTS TO:	Business Engagement Director	HOURS:	Full Time
DATE:	January 2019	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 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](http://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. We help companies align their community engagement efforts with their business goals.

CFT for Business organizes volunteer events, educational and professional development workshops and affinity group networking events. Learn more through our introductory [video](#) on CFT4B.

#### **Position Summary**

The Business Engagement Officer will manage a portfolio of business clients and implement community-oriented strategies for these businesses. He/She will manage or collaborate on key programs for CFT4B

including [Freedom Day](#), volunteer service events, custom projects and educational events that engage our network of good corporate citizens. The Business Engagement Officer is key to maintaining valued relationships with the CFT4B network and assisting nonprofits in our community through engagement with the business community.

### **Key Responsibilities**

- Manage a portfolio of business clients and their community engagement efforts including volunteering, employee giving, grant making and board service opportunities.
- Build and maintain relationships with nonprofits in North Texas
- Oversee and implement CFT4B programs and activities including volunteer service events, networking and affinity group gatherings, educational and professional development opportunities for the CFT4B network of companies.
- Collaborate with CFT's marketing team to create invites to events; maintain CFT4B calendar on website; and other CFT4B related collateral materials.
- Develop and manage invitee lists, distribution of invitations and reminder emails.
- Work with partners/vendors/CFT staff on all logistics including location, time, registration, nametags, give-a-ways, leave behinds, AV, event program, etc.
- Serve as host at on-site events to welcome volunteers and other guests.
- Draft and distribute event briefs and recaps for all events, including detailed cue-to-cue and speaker talking points.
- Manage follow-up communications with all attendees/partners/vendors
- Fulfillment on all new member benefits especially brainstorming and implementing custom projects.
- Budget management for each project

### **Qualifications**

- Minimum 5 years' project management and community engagement experience
- Bachelor's degree
- Business and/or nonprofit experience preferred
- Valid state issued driver's license

### **Skills & Requirements**

- Passionate about serving and supporting the North Texas community
- Creative thinker demonstrating a positive attitude
- Results driven
- Ability to self-start, work independently and achieve high standards while meeting multiple deadlines
- Excellent communication skills including writing, speaking, editing, and proofreading
- Flexibility
- Highly detail-oriented
- Common sense and willingness to accept responsibility
- Relationship oriented, excellent social and networking skills
- Ability to work effectively with others in a team environment
- 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

- Experience with Asana (project management tool), Raiser's Edge and/or Volunteer Match preferred
- Proficiency with MS Office applications (Excel, Word, PowerPoint, Outlook)

**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.

*CFT's future success is premised upon delivering exemplary service, demonstrating accountability, and producing meaningful results. By expanding its community knowledge, committing itself to high-quality service, and focusing its discretionary grantmaking, the foundation can actively engage with donors and nonprofit organizations in new ways. The result will be empowered charitable giving and energized philanthropy that contribute exponentially to a stronger community.*

**To apply please send your resume, cover letter and salary requirements to: [careers@cftexas.org](mailto:careers@cftexas.org)**