Sample Job Description #8:
Community Development Manager – XYZ Sports Organization (TEST ORGANIZATION)

The Community Development department was created to serve as the team’s liaison to the community through a variety of outreach programs in Franklin County and its contiguous counties. The department will strive to place players, staff, and the mascot in the community to keep the team “top of mind” and make the public feel like a part of the team through its grass roots efforts.

**Position: Foundation/Community Development Manager**

Job Description: This position will report to directly to the director of community development/Foundation. The manager will be expected to manage key projects as assigned and take responsibility for daily activities as outlined by members of the community development and fan development directorate. In addition, the manager will be expected to attend all after-hours programs and weekend special events.

**Daily Responsibilities:**

- The Community Development Manager is responsible for marketing the at-school program, organization of player and mascot appearances associated with the program, kickoff and fulfillment of reward packages at the end of the program
- Coordination of speaking engagements - This includes mailings, tracking, providing all necessary information and materials to the speaker, follow up, etc.
- Filling orders and tracking reservations for various Community Development and Foundation Projects.
- Manage donor database, monitor and track incoming donations.
- Prospect for new donors
- Coordinate and execute various Foundation initiatives, including Foundation golf classic

**Expectations:**

This is a full-time exempt, salaried position. Performance reviews will take place quarterly.

**Requirements:**

- Ability to work independently to perform assigned tasks
- Effective written and verbal communication skills
- Ability to perform multiple tasks simultaneously and detail oriented
- Personable
- Basic knowledge of NHL and hockey
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Extensive knowledge of donor database software