



COMMUNITY ENGAGEMENT MANAGER

Job Description

About Women Moving Millions

Women Moving Millions is a dynamic, impact-led community on a mission to catalyze resources to power the movement for gender equality. Our 400-strong membership has collectively committed over \$1B to improve the lives of women and girls. Through collaborative leadership (resources, social capital, and expertise), we seek to drive greater impact and accelerate progress. By transforming how we give and invest, we remove barriers for leaders and innovators, inspiring bolder investments from a diverse ecosystem of funding partners. Together, we are building a world where all women have full autonomy, freedom, and agency over every aspect of their lives.

Our core values and beliefs, which guide our work, can be read here:

<https://womenmovingmillions.org/about/>

The Opportunity

Women Moving Millions is seeking a **Community Engagement Manager** to play a central role in strengthening and growing our community. This mid-level position is responsible for day-to-day management of member engagement strategies, regional community building, and pipeline coordination—ensuring members feel connected, supported, and activated, while enabling sustainable growth.

Reporting to the Chief Philanthropy Officer, the Community Engagement Manager works closely with the Director of Community Engagement to execute member engagement and growth priorities. The role bridges strategic direction and day-to-day implementation, coordinating closely with the Member Engagement Associate.

Job Title:

- **Job Title:** Community Engagement Manager
- **Location:** New York, NY (hybrid)
- **Compensation:** \$90K-100K
- **Time Commitment:** Full time
- **Supervisor:** Chief of Philanthropy (CPO)
- **Dotted Line:** Director of Community Engagement
- **Start Date:** ASAP

Key Responsibilities

Member Engagement, Community Building, and Regional Community Growth

- Manage and execute member engagement and stewardship strategies across the lifecycle, ensuring a high-quality, values-aligned experience from onboarding through ongoing participation, renewal, and upgrade.
- Serve as a primary relationship manager for members and prospects, supporting recruitment, retention, and membership growth.
- Manage NYC and Tri-State community engagement and growth, driving regional plans, events, and outreach.

- Steward referral relationships and peer networks that support member recruitment, upgrades, and new market growth.

Fundraising, Solicitation & Strategic Initiative Support

- Manage and advance a portfolio of prospective and current members through recruitment, renewals, and membership level increases, including outreach, cultivation, solicitation, stewardship, and follow-up.
- Support and execute additional fundraising efforts beyond membership, including strategic initiatives, special funds, and campaigns.
- Support the CPO, CEO, and Director of Community Engagement on coordinated solicitations and donor strategy, including briefing materials, research, talking points, and next-step tracking.

Regional Events & Convenings

- Manage planning and execution of NYC and Tri-State regional events and member gatherings as a core engagement and recruitment strategy.
- Manage event hosts, identify and secure venues; coordinate logistics including catering, vendors, and event details such as florals and setup.
- Develop tiered invitation lists and conduct targeted outreach to priority invitees and prospects, while overseeing RSVP tracking and guest experience with Associate support to drive attendance and engagement.

Pipeline, Systems & Coordination

- Utilize tools such as Salesforce, Mailchimp, CVENT, and related platforms to track outreach, solicitations, and next steps; and support communications, outreach, and fundraising coordination.

Qualifications

- 4+ years of relevant experience in donor facing community engagement, member relations, major gifts fundraising, development, or a related nonprofit or philanthropic field.
- Demonstrated initiative and flexibility working both independently and as a member of a team; an accountable self-starter.
- Exceptional interpersonal, organizational, and project management skills.
- Strong presentation and communication skills; ability to represent WMM in a professional, engaging and dynamic manner.
- Highly organized, able to manage competing priorities and meet deadlines.
- Experience using Salesforce or similar CRM systems; familiarity with Mailchimp or other email platforms.
- Ability to handle confidential information with discretion and tact.
- Strong commitment to Women Moving Millions' mission, vision, values, and beliefs.
- Experience and/or knowledge of the philanthropy sector is advantageous, as is experience working with high-net-worth individuals/donors.

This position reports to the Chief Philanthropy Office. Candidates must be based in the NY/Tri-state area and be able to work on a hybrid basis (Tuesday and Thursday in-office).

Qualifications

- 4+ years of relevant experience in donor facing community engagement, member relations, major gifts fundraising, development, or a related nonprofit or philanthropic field.
- Demonstrated initiative and flexibility working both independently and as a member of a team; an accountable self-starter.
- Exceptional interpersonal, organizational, and project management skills.

- Strong presentation and communication skills; ability to represent WMM in a professional, engaging and dynamic manner.
- Highly organized, able to manage competing priorities and meet deadlines.
- Experience using Salesforce or similar CRM systems; familiarity with Mailchimp or other email platforms.
- Ability to handle confidential information with discretion and tact.
- Strong commitment to Women Moving Millions' mission, vision, values, and beliefs.
- Experience and/or knowledge of the philanthropy sector is advantageous, as is experience working with high-net-worth individuals/donors.

To apply for this position, please submit your resume, cover letter, and additional responses via [this form](#).