



**JOB TITLE:** Director, OG Community Cares Events  
**DEPARTMENT:** Community Engagement  
**REPORTS TO:** Sr. Director, Community Engagement  
**LOCATION:** Remote

#### MISSION + VISION:

**Mission:** Our mission is to honor the service of our military and first responders by creating opportunities for all Americans to express gratitude

**Vision:** We envision a future where all who serve believe the American people care

#### THE OPPORTUNITY:

Reporting to the Sr. Director, Community Engagement, the Director, Operation Gratitude (OG) Community Cares Events, will utilize proven networking and relationship building skills to cultivate key community connections, driving success and achieving revenue goals by strategically identifying and engaging local community and corporate leaders and building and empowering sustainable volunteer committees.

#### KEY RESPONSIBILITIES:

As a successful fundraising leader who will build 3 community events in 3 key markets annually - you will generate excitement and enthusiasm in the community for the OG mission, coach and inspire your volunteers to implement and build on proven strategies and best practices that result in event growth year over year.

After the first year, the position will start to supervise and build out a team of Community Cares event staff to build a network of Community Cares events nationwide. Note: If staff is based in San Antonio they will support current partnerships and events in the area.

#### This role is right for you if:

- You are a quick learner who can build out a new event in a new community by finding key leaders and companies to engage with.
- You have proven success at building sustainable local business and community relationships that contribute to achieving event revenue goals, greater community participation and heightened brand awareness
- You have successfully recruited, managed, and coached volunteers to effectively implement best and proven practices to achieve fundraising goals and you are able to effectively assimilate our custom training on peer to peer fundraising and leverage your sales/relationship development background to recruit, manage and coach volunteers to implement best and proven practices to achieve fundraising goals
- You have managed or are capable of managing multiple volunteer-led events simultaneously that have resulted in revenue growth year over year
- You are known as a convener and have successfully built a positive, healthy, and inclusive team environment that has resulted in long term community relationships

- You love a challenge and have achieved or surpassed designated revenue and participant goals through team and individual fundraising, corporate solicitation, and community partnerships
- You have demonstrated success at prospecting, cultivating and stewarding event teams, sponsors and participants
- You have excellent communication and organization skills and are comfortable with managing event budgets, training volunteers, working to set timelines and milestones and using data to affect positive outcomes

## QUALIFICATIONS AND EXPERIENCE:

### What you Bring:

- Bachelor's degree or equivalent experience
- 15-20 years of proven experience in recruiting and mobilizing volunteers to achieve goals and 15-20 years of successful experience of meeting sales targets
- Ability to work with and engage c-suite level executives and government leaders in the OG mission.
- Confident, goal-oriented, positive self-starter, able to work independently with limited supervision and collaboratively with internal and external partners
- Demonstrated ability to develop and nurture corporate relationships and partnerships
- Ability to manage large numbers of volunteers at different levels of expertise with diplomacy
- Ability to work with diverse communities and demonstrate inclusion, coupled with the ability to work in a highly matrixed organization
- Excellent interpersonal skills including verbal and written communication and follow through
- Ability and willingness to travel up to 60% within the assigned areas. Travel, in this case, is considered time spent away from your home office, in the community, to fulfill the job goals. While most such travel is same day, occasional overnight travel or air travel may be required Must have valid driver's license, access to reliable vehicle, good driving record and proof of automobile insurance
- Ability and willingness to work some holidays, evenings and weekends as required for committee meetings, main event and additional wraparound events
- Ability to bend, stoop, lift and transport up to 25 lbs. of materials
- Strong computer skills, proficient with Microsoft Office products and social media; experience with, or ability to rapidly learn Salesforce software

## DESIRED QUALIFICATIONS

- Military or first responder community support experience, prior military or first responder affiliation/ service preferred, or a demonstrated understanding and appreciation of the special lifestyle and needs of military service members, first responders, and their families.

Operation Gratitude is an equal-opportunity employer. For more information about Operation Gratitude, please visit [www.operationgratitude.com](http://www.operationgratitude.com)

**PROFESSIONAL LEVEL:** Managerial Exempt / Full-Time