



Events and Community Engagement Manager – Development

The Events and Community Engagement Manager helps to advance the mission of Marygrove through event management and implementation of strategic processes that advance the cultivation and stewardship of donors. This position coordinates all special fundraising events, community engagement events, and donor cultivation events as well as representing the agency in various capacities and developing community relationships.

Knowledge and Experience

- Bachelor's Degree in related field or equivalent experience
- 3-5 years' experience coordinating fundraising events for a non-profit with proven track record of success
- Excellent verbal/written communication skills
- Attention to detail and ability to work independently, under deadlines, and multi-task
- Proficient use of MS Office (including Word, Excel, and PowerPoint)
- Experience with graphics arts software a plus
- Some weekend and evening work required during peak event periods

EOE/M/F/H/V Apply online or fax resume to 314-584-6105.