



Fundraising and Events Manager

Status: Full-Time, Exempt

Reports to: Director of Communications and Events

About the Community Foundation for Northern Virginia

The Community Foundation for Northern Virginia is building a region that works for everyone by advancing philanthropy and community leadership. Since 1978, we have united thousands of generous Northern Virginians with the causes they care about through donor-advised funds, permanent funds, giving circles, and charitable endowments. We cultivate enduring partnerships with nonprofits, foundations, government, businesses, and community members, maximizing impact to drive meaningful change.

The Community Foundation proudly serves all Northern Virginians in Arlington, Fairfax, Loudoun and Prince William Counties and the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park.

Position Overview

The Fundraising and Events Manager plays a key role in advancing the mission of the Community Foundation for Northern Virginia by growing philanthropic support from individuals, businesses, and community partners. This position oversees sponsorship development, fundraising, events, and annual giving initiatives that support unrestricted, operating revenue and Community Investment Funds. The manager builds strong relationships across the community, ensuring donors and sponsors feel connected to the Foundation's impact.

Key Responsibilities

Sponsorships & Community Partnerships

- Develop and manage sponsorship opportunities for Foundation events, programs, and initiatives.
- Identify, cultivate, solicit, and steward corporate, individual, and community sponsorship partners.
- Create sponsorship packages and customized proposals aligned with community priorities.

- Ensure sponsor recognition, benefit fulfillment, and post-engagement and financial reporting.

Events & Donor Engagement

- Plan and execute fundraising, donor stewardship, and community engagement events, both in-person and online, for example the Beyond the Grant series, in partnership with the Director of Communications and Events
- Plan and deliver signature events including, annual Raise the Region Gala, Shape of the Region Conference, and 50th anniversary campaign events and activities.
- Coordinate vendors and manage event logistics to ensure seamless and high-quality experiences aligned with organizational goals.
- Collaborate with staff, board members, and volunteers to maximize event impact and participation.
- Support sponsorship and donor revenue goals for events.
- Evaluate event outcomes and recommend strategies to increase revenue and engagement.

Annual Giving

- Support annual giving initiatives, including appeals and annual donor renewal efforts.
- Manage the CFNOVA Corporate Partners annual initiative, engaging companies in mission-aligned impact and diversifying revenue for operating support.
- Support participation and retention among individual donors, including fund partners and community supporters.
- Assist with a portfolio of individual donors at the entry- and mid-level giving range.
- Partner with Director of Communications and Events, development and senior team to develop compelling donor-focused messaging.

Stewardship, Data & Reporting

- Ensure thoughtful stewardship of donors and sponsors, emphasizing community impact.

- Ensure adherence to organizational policies, donor privacy standards, and fundraising best practices.
- Maintain accurate records of campaigns and opportunities, and support engagement strategies for operational prospects, including managing lists and preparing exports as needed in the donor management/CRM system-Foundant Community Suite and other platforms.
- Track revenue goals, donor participation, sponsorship performance, and event metrics.
- Prepare and process gift acknowledgements, invoices, and sponsorship agreements.
- Prepare reports and summaries for leadership, board committees, and community stakeholders.

Communications and Marketing

- Support the development of organizational communications and marketing while ensuring consistency with organizational messaging and brand standards.
- Create compelling content to engage donors, sponsors, and community stakeholders.
- Support donor and sponsor communications, including impact storytelling and engagement campaigns.

Collaboration & Leadership

- Work cross-functionally with development, donor services, finance, grants, and community leadership teams.
- Support board members and volunteers in fundraising, sponsorship, and community outreach efforts.

Qualifications

Required

- 3–5 years of experience in fundraising, development, sponsorships, or community engagement.

- Proven ability to build and steward relationships with donors, sponsors, and community partners.
- Strong written, verbal, and interpersonal communication skills.
- Experience using donor databases or CRM systems.
- Strong organizational skills with attention to detail.

Preferred

- Experience working in a community foundation or nonprofit environment.
- Knowledge of philanthropic best practices, communications and marketing, events management, and donor stewardship.
- Familiarity with fund-based giving, unrestricted giving, or community impact initiatives.

Core Competencies

- Community-centered and relationship-driven approach
- Strategic and goal-oriented mindset
- Collaborative and adaptable work style
- High level of professionalism and integrity

Why Join Us

- Be part of a mission-driven organization making a meaningful impact on the community.
- Join a collaborative team that values partnership, learning, and shared success.
- Grow your expertise in nonprofit fundraising and events planning within a dynamic and evolving organization.

Work Environment and Expectations

- Hybrid work environment with a combination of in-office and remote work.



- Evening, early morning, and occasional weekend availability to support community events, convenings, and meetings.

Compensation and Benefits

- Salary \$74,500
- 401(k) retirement plan.
- Medical, dental, and vision insurance.
- Paid holidays, paid volunteer day, and PTO.

CFNOVA is an Equal Opportunity Employer and values diversity and inclusion. All qualified applicants will receive consideration for employment without regard to protected characteristics under applicable law.

How to Apply

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the role to jobs@cfnova.org. Deadline to apply is Monday, June 15. We appreciate all applications; however, only candidates selected for interviews will be contacted.