



Director of Community Engagement and Events

Key Information

Reports To: Chief Development Officer
Location: Maple Valley, WA
Salary Band: \$85,000 - \$100,000 Annually
Job Classification: FT, Exempt

About Vine Maple Place (VMP)

VMP, established in 2000 as a 501c3 nonprofit working with single parents and their children to break the generational cycle of homelessness. Serving families who are homeless or facing eviction, our commitment is to end homelessness in South King County. Over the past 12 years, our signature Stable Families program has grown, serving from 68 parents and children to over 5,700 individuals annually. Our programs focus on preventing homelessness or assisting families off the streets to become safe, stable, and equipped with new skills to permanently leave homelessness. Families achieve great success, becoming safe, stable, and self-sufficient; 94% are stably housed upon exiting the program, with 92% maintaining their housing a year later. Our evidence-based, client-centered services are delivered at two Family Hope Centers. As a community and faith-based organization, we rely on the thousands of volunteer hours and donations that make our work possible. Due to the homelessness crisis in King County, VMP is expanding to serve more families in need.

Job Summary

The Director of Community Engagement & Events builds and strengthens Vine Maple Place's relationships throughout the community and leads fundraising and engagement events that connect people to the mission of helping single-parent families overcome homelessness. This position serves as a visible ambassador for Vine Maple Place, developing relationships with churches, businesses, civic organizations, local governments, community groups, volunteers, and prospective supporters. The Director represents Vine Maple Place through presentations, speaking engagements, community activities, tours, and other relationship-building opportunities.

The Director also provides strategic leadership for Vine Maple Place's events, including fundraising, cultivation, stewardship, and community engagement events. Working closely with the philanthropy and communications teams, this position creates opportunities to introduce new people to Vine Maple Place, deepen relationships with existing supporters, and help move community contacts into meaningful and sustained engagement with the organization.

The ideal candidate is an outgoing relationship builder who can inspire people with the mission of Vine Maple Place, communicate effectively with diverse audiences, organize successful events, and translate community relationships into long-term engagement and philanthropic support.

Responsibilities

Community Engagement & Outreach — 40%

- Develop and implement a comprehensive community engagement strategy aligned with Vine Maple Place's fundraising and organizational goals.
- Build and maintain relationships with churches, businesses, civic organizations, local governments, community groups, schools, service clubs, and other community partners.
- Serve as a primary community ambassador for Vine Maple Place and represent the organization at community events, meetings, gatherings, and speaking opportunities.

- Develop and deliver compelling presentations about Vine Maple Place's mission, programs, impact, and opportunities for involvement.
- Identify and pursue opportunities for Vine Maple Place staff and leadership to speak to churches, businesses, civic groups, and other organizations.
- Cultivate relationships with churches and organizations that can become ongoing partners, donors, volunteers, event hosts, or advocates.
- Coordinate tours, presentations, and other experiences that introduce community members to Vine Maple Place.
- Identify prospective supporters and strategically connect them with appropriate members of the development team for further cultivation.
- Maintain accurate records of community relationships, contacts, presentations, and engagement activities in Virtuous.
- Develop strategies to increase awareness of Vine Maple Place throughout South King County and the broader Puget Sound community.

Events & Fundraising — 40%

- Develop and execute an annual strategy for Vine Maple Place's fundraising, cultivation, stewardship, and community engagement events.
- Lead planning and implementation of the annual **Nights of Safety: It's All About the Kids** fundraising campaign and related hosted events.
- Recruit, cultivate, train, and steward event hosts, volunteers, sponsors, and community partners.
- Develop strategies to increase event attendance, participation, donor acquisition, revenue, and long-term donor engagement.
- Identify opportunities to acquire new donors through events and community outreach.
- Create effective event experiences that move attendees from awareness to engagement and, ultimately, deeper relationships with Vine Maple Place.
- Establish event goals, budgets, timelines, and performance measures and evaluate results following each event.
- Work with the philanthropy team to identify major and mid-level donor prospects emerging from events and community activities.
- Coordinate with communications staff to develop event messaging, invitations, promotional materials, stories, presentations, and follow-up communications.
- Ensure appropriate donor acknowledgment, follow-up, and stewardship following events.
- Develop and maintain relationships with event sponsors and community partners.

Collaboration & Development Support — 10%

- Partner closely with the Chief Development Officer, Director of Grants and Institutional Giving, and Communications team to maximize community engagement and fundraising opportunities.
- Provide community intelligence and prospect information to gift officers and other development staff.
- Help develop strategies to transition community contacts and event participants into annual, mid-level, major, or planned giving relationships.
- Support fundraising campaigns with community outreach, presentations, and relationship-building.
- Participate in development team planning, strategy meetings, and revenue forecasting.
- Represent Vine Maple Place professionally and consistently with the organization's mission, values, and brand.

Administration & Measurement — 10%

- Maintain accurate records of community contacts, presentations, event participants, sponsors, and prospects in Virtuous.
- Track key performance indicators and provide regular reports on community engagement and event results.
- Develop and manage event budgets in collaboration with the Chief Development Officer and Finance team.
- Manage event timelines, vendors, contracts, logistics, and other operational details.
- Evaluate events and community engagement activities and recommend improvements based on results and feedback.
- Ensure that all activities comply with organizational policies and applicable regulations.

Qualifications

- Have a personal relationship with Jesus Christ and agree to the VMP Statement of Faith.
- Demonstrate passion for helping families overcome the trauma of homelessness, with a solid understanding of VMP's mission and strategic plan.
- Work effectively with a diverse team; demonstrating cultural awareness and sensitivity to the needs of clients, staff and volunteers from varied cultural and economic backgrounds.
- Bachelor's degree in Marketing, Fundraising, Communications, or related field (or equivalent combination of education and experience) preferred.
- Ability to make sound decisions in complex or ambiguous situations; adapt to change with a positive attitude and solve problems constructively.
- Demonstrated project management experience, including planning, timeline development, budget tracking, and meeting deadlines; ability to independently prioritize workload and manage multiple projects.
- Proficient in MS Office (Word, Outlook, Excel)
- Strong verbal and written communication skills, with the ability to tailor messaging to different audiences.
- Ability to maintain appropriate confidentiality when working with internal and external stakeholders.
- Prefer 3+ years of CRM/database experience.
- Prefer 5+ years of experience in marketing, fundraising, and/or communications, including cross-functional collaboration and demonstrated success in prospect qualification and pipeline development.
- Have established contacts within in South King County
- Must pass and maintain an acceptable background check.

Why You'll Love Working Here:

- Competitive compensation
- Generous paid time off
- Health benefits
- 401(k), with match
- Meaningful mission
- Collaborative culture

The above is intended to describe the general content of, and the requirements for, satisfactory performance in this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements of this position. Other duties may be assigned. **Send all Inquiries, Resumes and Cover Letters to: info@vinemapleplace.org**