



RESILIENTRETREAT

Manager of Philanthropic Engagement

Reporting to the Chief Executive Officer, Resilient Retreat is seeking a full time, dynamic and mission-driven Manager of Philanthropic Engagement to play a key role in advancing our fundraising efforts and deepening relationships with our community of supporters.

This position is responsible for managing donor engagement strategies, overseeing signature fundraising events, cultivating sponsorships, and supporting grant development efforts. This is an in-person position.

The ideal candidate is highly organized, collaborative, and brings strong writing, critical thinking, and technical skills to support a growing development program.

Key Responsibilities

Event Planning & Volunteer Engagement

- Serve as the primary staff liaison to special events committees, working closely with volunteers to plan and execute at least three annual signature fundraising events
- Oversee all event logistics, timelines, and vendor coordination to ensure seamless execution
- Lead meetings for special events including scheduling, developing agendas, recording minutes, and assignment of duties post meeting
- Support committee members in peer-to-peer fundraising efforts and sponsorship outreach
- Collaborate with internal teams to ensure events align with organizational goals and brand standards
- Solicit gifts and other types of auction items and packages for special events, in coordination with committee members when possible. Manage post event distribution of auction items to winners, including scheduling, as necessary.

Sponsorship Development

- Identify, cultivate, and secure corporate and individual sponsorships for fundraising events through out the entire year

- Develop compelling sponsorship proposals, presentations, and benefit packages well in advance of events
- Build and maintain strong relationships with sponsors to encourage ongoing support

Annual & Campaign Giving

- Lead the planning and execution of annual giving campaigns
- Spearhead special fundraising initiatives, including large-scale efforts such as the biennial 24-hour online Giving Challenge
- Analyze campaign performance and recommend strategies for growth and increased donor participation

Grant Coordination

- Partner with the Director of Leadership Giving and Program staff to manage the grant application process and write grants
- Coordinate grant timelines, submissions, and reporting requirements
- Track grant activity and maintain accurate records to ensure compliance and follow-through

Donor Stewardship & Cultivation

- Develop and implement donor stewardship strategies to enhance engagement and retention
- Assist in cultivating relationships with individual donors, sponsors, and key stakeholders
- Support donor communications including acknowledgments, impact reporting, and personalized outreach

Marketing & Communications Responsibilities

- Work closely with the CEO and Director of Community Outreach and Training to develop and execute annual giving campaigns through compelling storytelling and mission-centered communications across direct mail, digital, and social platforms
- Assist in the creation of engaging content for e-blasts, e-newsletters, donor communications, annual reports, fundraising campaigns, and community outreach materials
- Draft press releases and cultivate relationships with local media outlets to increase community awareness and visibility

- Support branding and visual communications through graphic design and content creation using Canva and other tools

Data Management & Technology

- Maintain and utilize the organization's fundraising CRM to track donor activity, event participation, and campaign results
- Generate reports and analyze data to inform fundraising strategies
- Utilize tools such as Excel, Word, PowerPoint, Canva, Constant Contact, and emerging AI platforms to support development efforts

Qualifications

- Minimum of 3–5 years of fundraising experience in the nonprofit sector
- Proven experience in event planning, sponsorship development, and donor engagement
- Strong writing and communication skills with attention to detail
- Excellent organizational, project management, and critical thinking abilities
- Proficiency in fundraising CRM systems and Microsoft Office Suite; experience with Canva, Constant Contact, and AI tools preferred
- Ability to manage multiple priorities and deadlines in a fast-paced environment
- Passion for the mission of Resilient Retreat and commitment to serving trauma survivors

Preferred Attributes

- Collaborative team player who works well with volunteers and cross-functional teams
- Creative thinker with ability to bring new ideas to fundraising initiatives
- Relationship-driven with strong interpersonal skills

Physical Requirements

- The ability to walk and sit for extended periods of time.
- The ability to lift, move and carry up to forty pounds .
- The ability to withstand physical and emotional stress.

Why Join Resilient Retreat?

At Resilient Retreat, you will be part of a compassionate and purpose-driven team dedicated to helping trauma survivors heal through no-cost programs and meaningful community support. This role offers the opportunity to make a tangible impact while growing professionally in a collaborative and mission-focused environment.

*Resilient Retreat has an extensive array of benefits including a monthly stipend for health & dental insurance (which is offered [but not required] through Resilient Retreat), zero co-pay TelaDoc, MyStrength (an emotional support platform), company paid life insurance, company paid short-term and long-term disability insurance, four weeks of paid leave annually, paid holidays and a **four day work week**. Further, employees are encouraged to participate in wellness programming offered by Resilient Retreat. Resilient Retreat puts the wellness of employees at the forefront of all operations.*

Resilient Retreat's offices are located on an 18,000 square foot Retreat Center, 7.5 miles east of I-75 on Fruitville Road. Professionally designed and well appointed, the space is warm, cozy and inviting, and hosts staff as well as participants in lovely buildings on a campus made up of 84 acres of conserved land.

Resilient Retreat was recognized as Sarasota's Best Nonprofit in 2021, 2022, 2023, and 2024, and has been nominated as Sarasota's Best Place to Work, Sarasota's Best Local Nonprofit, Sarasota's Best Local Health Nonprofit and Sarasota's Best Wellness Center.

Resilient Retreat works with survivors of trauma, helping professionals and first responders daily, and with a trauma informed lens. All employees at Resilient Retreat receive extensive training on trauma informed care.

This is a salaried (exempt) position. The pay range is \$55,000 – 65,000, depending on qualifications and experience.

How to Apply

Interested candidates should submit a cover letter and resume to Jennifer Ourednik, Chief Operating Officer, at careers@resilientretreat.org with the subject line: Philanthropic

Engagement Manager Application. Applications will be reviewed on a rolling basis until the position is filled.