

Job Description: Engagement Advisor

Date:	06/27/17
Title:	Engagement Advisor
Position Description:	<p>Since launching in 2009, Experience Matters has been at the heart of a movement that is changing the face of civic engagement – a movement capitalizing on a growing pool of skilled talent transitioning from primary careers in the private sector and looking for meaningful opportunities to help their communities. We connect these passionate, experienced individuals with local nonprofits looking for innovative ways to achieve their mission using targeted professional help.</p> <p>Experience Matters is led by a talented team of creative, collaborative, change-makers dedicated to achieving extraordinary results and creating a stronger more vibrant community. As a key member of the Experience Matters team, the Engagement Advisor plays an integral role with the nonprofit organizations we serve by connecting them with our capacity-building programs and services that will create impactful change. Experience Matters is seeking a seasoned professional who has a passion for serving the social sector and who embraces a culture of innovation, high-performance and high-accountability.</p> <p>The Engagement Advisor’s primary responsibility is to build long-term relationships with Experience Matters clients – the nonprofit organization, the school district, the government agency, the end user of our programs and services. The successful Engagement Advisor is seen as a trusted resource and partner in problem solving the most pressing needs of our clients and guiding them to the appropriate resources and Experience Matters services to address their needs.</p> <p>The Engagement Advisor will manage a portfolio of Experience Matters member organizations. The Engagement Advisor will work to understand each organization’s business model, their stage in organizational development, their culture and readiness to effectively engage with Experience Matters. In partnership with the organization’s</p>

leadership, the Engagement Advisor will develop strategies for addressing high priority needs and make recommendations among the suite of Experience Matters services to satisfy those needs. The Engagement Advisor will follow through on those recommendations, by assisting the client every step of the way.

For our matching programs, such as Encore Fellow program, the Engagement Advisor will play key role in identifying the appropriate talent that will create a strong match with successful outcomes for both the organization and the skilled talent. The Engagement Advisor will search our database for prospective skilled talent, perform the initial screening and facilitate the interview process with the host organization. Once the match is made, the Engagement Advisor will work the appropriate Experience Matters team members to ensure a smooth transition to on-going management of the match.

The successful Engagement Advisor will also work aggressively to expand Experience Matters membership base in a variety of ways. This can include but not limited to

- develop prospect lists of high-potential organizations;
- create strategies for engagement and participate in networking opportunities both formally and informally;
- manage the pipeline of prospective members and conduct follow-up activities to close new members;
- track and stay current on their portfolio of member organization's key events, staffing changes, etc.

Key Skills and Personal Attributes:

- Exceptional networking and relationship building skills
- Highly-organized in maximizing time, resources and priorities
- Excellent critical thinking skills
- Possess sound judgment
- Self-motivated, self-disciplined
- Strong working knowledge of basic nonprofit operations
- Understand the basics of a sales cycle and business development
- Excellent active listening skills

	<ul style="list-style-type: none"> • Verbal and written communication skills which are clear, concise, articulate and respectful • Ability to tailor communication based on audience, organization, level of staff, etc. • Ability to conduct interviews that seek to understand, uncover needs, issues and opportunities • Strong intuition and insight for assessing “fit” for skilled talent/work host matches • A high degree of proficiency with MS Office programs • Proficient with Salesforce
<p>Qualifications:</p>	<ul style="list-style-type: none"> • Bachelor’s Degree • Minimum five-year’s experience in nonprofit operations, program management, executive level management, fund development or business development. • Have a valid Arizona Driver’s License and insured automobile
<p>Benefits:</p>	<ul style="list-style-type: none"> • Paid time off, including vacation, sick leave and holidays • Health insurance • Professional development opportunities
<p>About Experience Matters:</p>	<p>Established in February, 2009, Experience Matters is the result of a groundbreaking initiative of the Virginia G. Piper Charitable Trust in partnership with Atlantic Philanthropies, Arizona Community Foundation, and Civic Ventures, a national civic engagement organization.</p> <p>Experience Matters was formed to recruit, train and place experienced Baby Boomers in paid and unpaid service positions with a nonprofit or civic organization in need of their expertise and talent.</p> <p>Our mission is to create a culture in our community and its organizations that fosters meaningful work and service opportunities for experienced people in the second half of life.</p> <p>We offer a new model – remarkable service in communities and a remarkable experience for people in the second half of life. Our focus is simple: <i>work strategically to enhance the capacity of the public and</i></p>



	<i>nonprofit sectors by connecting experienced, well-skilled adults with social purpose opportunities in civic and nonprofit organizations to tackle our community's most pressing social issues.</i>
Work Environment:	The Experience Matters Consortium operates in a small, highly agile, and flexible work environment with a minimum of traditional paid staff. In addition, the organizations' focus is on civic engagement and models this value through the use of extraordinary community talent in volunteer, consulting and stipend roles. Communication and collaboration in virtually every area of the operation, both internal and external, is open and frequent. Work will take place in the Experience Matters office, with occasional support at off-site events as needed.
Supervisor:	Michael E. Barry, Director of Business Development Experience Matters mbarry@emaz.org
Work Location:	Experience Matters 360 E Coronado, Phoenix AZ 85004 7 th St./Coronado
To Apply:	Please email cover letter and resume to: Attention: Michael E. Barry Email: mbarry@emaz.org