

Position: Fundraising & Community Engagement Manager

Organization: Arlington Sister City Association

Job Type: Part-time contract role

Hours: 20 hours average/week varying by season w/busier times in spring and fall; ~5-10 hours of evening work every month (re Board Meetings, Committee Meetings, Special Events) and occasional/rare weekend hours

Location: Work-from-home, with attendance required at events and meetings typically held in Arlington

Reports to: Executive Committee with direct supervision from the Chair & Vice Chair

Position Overview

Arlington Sister City Association (ASCA) is a nonprofit organization affiliated with Arlington County, Virginia. Established in 1993, ASCA supports and coordinates the activities of Arlington County's five Sister Cities of Aachen, Germany; Coyoacán, Mexico (in emeritus status); Ivano-Frankivsk, Ukraine; Reims, France; and San Miguel, El Salvador. ASCA works to enhance and promote the region's international profile and to foster productive exchanges in education, commerce, culture, and the arts through a series of activities and programming.

ASCA is seeking a highly organized, proactive Fundraising & Community Engagement Manager to support our mission through fundraising, events, marketing, communications, and community engagement. This is a part-time contract role designed to execute day-to-day operational work in close coordination with the Board of Directors, with direct supervision from the Chair & Vice Chair.

The ideal candidate is a strong implementer who is comfortable working in a small, volunteer-led organization, can manage multiple priorities, and produces clear, thorough documentation at every stage of work. Priority will be given to qualified Arlington residents.

Key Responsibilities:

Fundraising & Event Planning – 25%

- Plan, coordinate, and execute fundraising events in collaboration with the Board and committees
- Proactively identify, cultivate, and solicit sponsors for events, programs, and organizational support
- Track fundraising activity, timelines, and outcomes; prepare post-event summaries, budgets, and lessons learned documentation
- Plan and execute ASCA events (e.g., Volunteer Meet and Greet, ASCA Annual Meeting)
- Arrange on-site logistics for events in terms of set-up, registration, catering, photography, etc.
- Work with committees and the ASCA Board to compile ASCA's annual report and work plan and submit to Arlington County for annual grant funding
- Serve as liaison between ASCA Board and Arlington County Board members on official travel and local visits from sister city delegations

Membership & Community Engagement – 25%

- Support ASCA membership recruitment, retention, and communications, including membership renewal program
- Manage general and volunteer inquiries by conducting initial outreach, assessing interests and capacity, and coordinating follow-up with the board or committees to keep prospective volunteers engaged.
- Assist with community outreach and engagement initiatives, including community events in Arlington
- Maintain accurate membership databases and records of volunteer engagement
- Strengthen and communicate member value propositions

Marketing & Communications – 35% (25% contributing to fundraising & membership, 10% other)

- Produce and distribute a regular e-newsletter (content coordination, drafting, scheduling) with compelling, timely content to support member engagement and fundraising
- Help tell ASCA's story through creative storytelling and visual content. Maintain and update ASCA's website and blog postings, create content for social media accounts, email marketing platforms, and digital tools in alignment with organizational goals
- Support basic media outreach, including submitting activities to online calendars and Arlington Public Schools

Administrative & Operational Support – 15%

- Manage incoming email, maintain shared files, and ensure materials and records are well organized and accessible
- Track key administrative deadlines, events, deliverables, and ongoing projects on a shared calendar
- Collaborate with the Executive Committee regarding scheduling, reporting, and coordination as needed

Qualifications:

- Experience in fundraising, event planning, marketing, communications, or community engagement
- Strong writing and editing skills
- Highly organized with excellent attention to details
- Comfortable working independently and managing priorities in a small organization
- Experience working with volunteers or nonprofit boards strongly preferred
- Familiarity with tools such as Google Workspace, email marketing platforms, social media, and basic CRM or accounting systems

Working Style & Expectations:

- This role is **execution-focused**, with expectation of hands-on, detailed work
- The contractor reports to the Executive Committee and works under the direction of the Chair & Vice Chair
- Clear communication, responsiveness, and follow-through are essential
- Accurate time tracking and invoicing are required

Compensation:

- Contract compensation commensurate with experience
- Paid hourly, with invoices submitted every two-weeks and supported by activity summaries