



EMPLOYMENT SUMMARY

Position Title: Manager, Community & Employee Engagement
Location: Milwaukee
Reports to: Executive Director
FLSA Status: Exempt
Date Prepared: 10/20/21

OUR FOUNDATION

The Dohmen Company Foundation believes that a healthy life goes far beyond physical well-being. We are committed to healthy people powering healthy communities. We see the importance of empowering all people with the tools they need to lead a healthy life, because healthy communities are powered by healthy people.

We've also stayed strong all those years because while we've been unafraid to change WHAT we do, we've never changed WHO we are and what we stand for. Our behavior is guided by five simple values –

- **Caring:** We're empathetic and respectful.
- **Committed:** We're dedicated and persistent.
- **Creative:** We're inventive and imaginative.
- **Collaborative:** We're cooperative and share our knowledge.
- **Courageous:** We're willing to risk failure over inaction.

Our values represent the spirit of our company. They keep us grounded as we work to find the future. They define who we are, how we act and how we do business. And as a foundation owned organization focused on achieving a social return on investment (SROI), they are the essence of what makes us unique and successful.

THE POSITION:

Under the leadership of the Executive Director, the Manager, Community & Employee Engagement is accountable for delivering a coordinated, connected, and progressive experience for employees and external stakeholders. The role will create and implement a comprehensive plan to expand our community outreach along with internal and external engagement efforts. The incumbent will connect initiatives and efforts to tangible outcomes which impact our inclusive culture, diverse workforce and equitable community engagement.

POSITION SUCCESS FACTORS:

1. Development and implementation of a vibrant employee engagement plan resulting in an inclusive, optimized and highly engaged workforce.
2. Creation and implementation of a comprehensive community engagement plan with tangible outcomes around stakeholder engagement.



3. Coordination and management of foundation grants, sponsorships, contributions, events and onsite activities.

ESSENTIAL FUNCTIONS:

- Create and implement comprehensive plan to expand stakeholder and community engagement efforts
- Develop and lead the Dohmen employee engagement and development plan
- Assist with management of the Foundation's philanthropic portfolio and oversee activities
- Develop and operationalized metrics and dashboard for measuring community influence, impact and employee engagement

KEY RESPONSIBILITIES:

- **Stakeholder and Community Engagement:**
 - Define ongoing strategic plan supporting Dohmen's immersion and ongoing participation in community
 - Identify and attend community touch points and events related to Dohmen Company Foundation's mission and vision
 - Use a variety of tools and formats (advisory committee(s), focus groups, one-on-one meetings, social media, etc.) to engage with diverse communities
 - Manage the planning, coordination, and facilitation of onsite events, foundation events and activities
- **Employee Engagement:**
 - Access organizational culture by developing and administering employee surveys and/or focus groups; analyzing results/feedback and identify/recommend actions.
 - Develop employee engagement plan and lead activities, actions and tactics that includes corporate news, milestones, goals, projects, community service activities, as well as employee news
 - Work with HR and employee circle(s) to implement, conduct, and facilitate employee engagement programs and initiatives that support the organizational culture, goals and DEI priority
 - Establish and maintain measurement standards that will guide continual improvement and further increase employee engagement, satisfaction and retention
- **Grant, Fund & Portfolio Management:**
 - Support the Executive Director in the administrative functions of the Foundation's grantmaking cycle from application to grant monitoring and close-out.
 - Assist with the management of the Foundation's CRM database (Microsoft Dynamics) to effectively manage grantees, funders and stakeholders



EXPECTED BEHAVIOR:

- Create a culture of program service excellence
- Represent Dohmen Company Foundation’s vision, values and capability with passion and integrity
- Continuously build and credibly convey deep knowledge of community engagement, employee engagement and DEI

PERSONAL SKILLS/ATTRIBUTES:

- Bachelor s degree from four-year College or university preferred; and/or minimum 3-5 years related professional experience and/or training.
- Ability to establish credibility, have a voice and share that voice to inspire and influence change.
- Keen desire to drive change: to transform, align and inspire in a fast-paced environment.
- Strong project management skills.
- Excellent critical thinking skills.
- Ability to manage competing demands.
- Ability to work autonomously and creatively.
- Resourceful and collaborative with a natural orientation towards community building and organizing; interpersonal skills to develop relationships with peers and leaders across an organization.
- One to two years of experience developing and implementing DEI programs and events.
- Experience researching external and internal DEI trends and best practices.
- Experience navigating through organizational complexity and ambiguity.

WORKING CONDITIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The above statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this summary amended at any time.

Employee Name – Print

Manager Name – Print

Signature

Date

Signature

Date