



About the Role

The Director of Community Engagement partners with the CEO to advance the mission of Prevent Blindness Iowa by leading community-facing initiatives, including vision and eye health programs, overseeing fundraising and development, communications, and volunteer engagement. This role drives organizational visibility, strengthens community partnerships, and ensures effective operations and program delivery to expand the reach and impact of education, vision screenings, and outreach that help prevent blindness and preserve sight.

Key Responsibilities:

Leadership & Strategy

- Partner with the CEO on strategic planning and organizational development.
- Support the implementation of annual goals and organizational priorities.
- Represent the organization to community stakeholders, including partners, agencies, media, and the public.
- Identify opportunities to initiate and expand partnerships that support vision health awareness and program delivery.

Fundraising & Events

- Develop and implement annual fundraising strategies.
- Assist in planning and executing fundraising events, including sponsor and participant recruitment and event logistics.
- Identify and pursue grant opportunities; prepare proposals and complete required reporting.
- Track, analyze, and report fundraising results to support annual development goals and improve future efforts.
- Maintain accurate financial records for events, including income, expenses, and donor engagement.

Programs & Vision Screenings

- Coordinate and conduct vision screenings for daycare, preschool, school-age, adult, and community groups.
- Provide referral follow-up with parents and partner organizations.
- Maintain accurate screening and program records.
- Support public education initiatives on eye health and vision care.

Volunteer & Intern Management

- Recruit, train, schedule, and support volunteers and interns.
- Identify volunteer development opportunities and ensure adequate staffing for programs and events.

Communication & Outreach

- Promote the organization's mission through public education, communications, and community engagement.
- Develop and maintain media relationships to increase visibility for programs and events.
- Manage and update website content and social media platforms.

Additional Duties

- Perform other responsibilities as needed to advance the organization's mission.

Qualifications:

Education and Experience

- Bachelor's degree in nonprofit management, public health, business administration, or a related field.
- 3-5 years of experience in fundraising, development, or community engagement.
- Event planning experience is a plus.

Skills & Competencies

- Mission driven and passionate about community impact.
- Ability to manage multiple projects, meet deadlines, and work independently.
- Commitment to achieving timely and measurable results in a mission-driven environment.
- Ability to represent the organization professionally with diverse stakeholders.
- Excellent written and verbal communication skills.
- Sound judgement, discretion, and self-motivation.

Physical Requirements:

- Prolonged sitting, keyboarding, walking, lifting, and stooping.
- Ability to travel for off-site vision screenings, events, meetings, and presentations.
- Availability for occasional evenings and weekends for programs and events.

Compensation: \$45,000 - \$55,000 annually, commensurate with experience.

Benefits: 100% employer-paid medical, dental, vision, life, short-term and long-term disability insurance; 403(b) retirement plan with company match, vacation, and sick days.

Please send your resume to Josie Anderson, National Director, HR & Administrative Services at janderson@preventblindness.org.

Prevent Blindness Iowa is an equal opportunity (EEO) employer. We evaluate qualified applicants without regard to race, color, ethnicity, ancestry, sex, sexual orientation, gender identity, marital status, parental status, religion, national origin, age, disability, veteran status, and other status legally protected by Federal, state, or local law.

Please note that we do not sponsor work visas for any positions. All applicants must be eligible to work in the United States without sponsorship.