



Leadership
Greater
Hartford

Leadership Greater Hartford
Job Description
Engagement Coordinator

Leadership Greater Hartford (LGH) is a high-energy, mission-driven nonprofit organization dedicated to strengthening our region by training and connecting aspiring and established leaders. We believe leadership potential exists within everyone and grows when it is intentionally nurtured. For nearly 50 years, LGH has brought together people of diverse backgrounds to build the awareness, trust, and relationships needed to create constructive partnerships that serve the greater good across Greater Hartford.

LGH is seeking a full-time Engagement Coordinator to join our team. Reporting to the Director of Learning & Development, this role blends research-driven recruitment and engagement support with essential administrative, program, and operational responsibilities. The Engagement Coordinator is a visible, trusted support for LGH program workshops and events and provides critical coordination and back-office support for the organization.

Key Responsibilities

Recruitment, Research & Engagement Support

- Execute targeted recruitment strategies for LGH's four community leadership programs: Quest, Executive Orientation, Leaders on Board, and Third Age Initiative.
- Conduct research and data collection on prospective employers, partners, and clients to support program recruitment, consulting, and training growth.
- Develop, maintain, and monitor prospect lists, pipelines, and outreach tracking systems within NeonCRM, Airtable, and related tools.
- Track progress toward recruitment goals, including goals related to racial, geographic, and sector diversity.
- Collaborate with internal relationship managers and program staff by providing timely research, background information, and follow-up support.
- Serve as an internal point person for recruitment and prospect data, ensuring accuracy, consistency, and usability.

Program & Event Support

- Provide administrative and logistical support for LGH programs, Consulting & Training engagements, and events, including data compilation, scheduling, mailings, and preparation of materials.
- Serve as a key on-site support person for workshops and events, managing room setup, materials, technology, catering, registration flow, and participant needs.
- Support program directors and staff during delivery to ensure smooth execution.
- Track participation and generate reports on program and event data using NeonCRM and assist with post-event and annual evaluation efforts through SurveyMonkey.
- Assist with post-program or post-event follow-up as needed.
- Staff events as required and coordinate additional support from staff or volunteers.

Fundraising & Development Support

- Enter and track donation payments in the database.
- Generate donor correspondence, including thank-you letters and renewal communications.
- Support implementation of annual fundraising appeals in coordination with senior staff.

Office & Operations Support

- Maintain accurate and up-to-date constituent records in the database and prepare reports or mailing lists as requested.
 - Order office supplies and support routine office operations, including mail handling and coordination of outgoing mail.
 - Prepare and process weekly bank deposits, scan essential records for bookkeeping, and work with LGH's external bookkeeper to process invoices for programs and consulting & training, sharing all necessary documents for updating online systems.
 - Perform other duties that support LGH operations and team success.
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Qualifications

Education & Experience

- Bachelor's degree or equivalent professional experience; coursework or interest in nonprofit management, public administration, business, or a related field is a plus.
- One to three years of professional, internship, or volunteer experience in administrative support, program coordination, operations, customer service, or a related setting.
- Experience with research, data tracking, or CRM systems is a plus.

Skills & Competencies

- Strong organizational skills and attention to detail, with the ability to manage multiple priorities, deadlines, and projects.
- Comfort with administrative systems, data entry, and recordkeeping, including handling sensitive or financial information with accuracy and discretion.
- Strong written and verbal communication skills and the ability to summarize information clearly for internal and external audiences.
- Ability to take initiative, follow through independently, and adapt to shifting priorities.
- Comfort with technology, including Microsoft Office (Word, Excel, Outlook), and willingness to learn tools such as NeonCRM, Airtable, or SurveyMonkey.
- Ability to work both independently and collaboratively in a fast-paced, mission-driven environment.
- Enthusiasm for leadership development and LGH's mission in Greater Hartford.

Other Requirements

- Ability to work full-time (40 hours per week) in a hybrid environment, with regular in-office presence.
- Availability to work occasional evenings or weekends for programs, workshops, or events.
- Valid driver's license or ability to travel independently to program and meeting sites in Greater Hartford.

Annual compensation starts at \$41,600 (\$20/hour) for 40 hours per week and includes a comprehensive and generous benefits package, plus clear pathways for learning, advancement, and professional development while working alongside a passionate and dynamic team.

Interested and qualified candidates should email a cover letter and resume to hiring@leadershipgh.org. Candidate review will begin immediately and continue until the position is filled.

Leadership Greater Hartford embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.