



## COMMUNITY PARTNERSHIPS AND ENGAGEMENT MANAGER JOB DESCRIPTION

Boston-Thurmond United (BTU) is seeking a mission-focused, energetic, and process-minded leader to serve as the Community Partnerships and Engagement Manager.

### POSITION SUMMARY

The Community Partnerships and Engagement Manager (CPEM) is critical to the success of Boston-Thurmond United, with primary responsibility for the organization's programmatic partnerships. The CPEM is responsible for ensuring that all programs deliver desired results that are on-time and within budget.

Reporting to the Executive Director (ED), the CPEM will be responsible for leading community relation-building, allowing the ED to focus on external components including fundraising, and strategy development. The ideal candidate will have working knowledge in the areas of community engagement, resident outreach and engagement, racial equity, and non-profit frameworks. The CPEM measures the organization's impact in community by capturing data related to programmatic partnerships. The CPEM will also support the ED in other administrative functions as assigned. This is a hybrid-working, contract position.

### DUTIES AND RESPONSIBILITIES

- Represent the organization's interests with community partners in the absence of the ED
- Assist ED with preparation of quarterly reports for the Board of Directors
- Analyze data pertaining to the organization's quarterly and annual engagement metrics and report implications and recommendations to ED
- Update partnership and program reporting templates as needed
- Continuously work with the Boston-Thurmond Community Engagement Roundtable, Boston-Thurmond Neighborhood Association, and other BTU partners to collect data, address gaps in performance, monitor project outcomes and develop tactics to drive stronger outcomes
- Work with ED to review, track progress, and update BTU's annual plan
- Organize quarterly meetings of BTU partners to support collaboration between partners
- Lead the organization's strategic planning efforts with its community partners
- Build and maintain strong relationships with neighborhood and community organizations
- Attend organization and community events, as needed
- Assist ED with oversight, development, implementation of marketing and public relations materials, including website and social media content creation
- Assist ED with grant writing, and preparation for submission
- Develop and implement advocacy agenda for resident-focused community revitalization
- Represent BTU at committee meetings, events, community meetings, professional functions and related meetings in the absence of the ED

### QUALIFICATIONS

This is an ideal opportunity for an individual with a background in non-profit, community development, neighborhood services, or business operations to contribute to the comprehensive revitalization of the Boston-Thurmond neighborhood in Winston-Salem, North Carolina. A successful candidate will have some expertise in fundraising, and extensive experience working with diverse populations, community agencies, and can thrive in a fast-paced, start-up environment.



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### MINIMUM QUALIFICATIONS

- Bachelor's degree in related field, such as non-profit management, public administration, community development, education, or equivalent knowledge/experience.
- At least 5 years of strong operational experience in management role in non-profit operations, outreach, fundraising, education, housing, or community wellness
- Proven excellence in relationship-building, teamwork and organizational skills, with emphasis on building connections with diverse groups
- Excellent written, oral and interpersonal communications skills
- Excellent interpersonal skills and ability to manage multiple stakeholder groups
- Flexible, and able to multi-task in fast pace environment with limited administrative support
- Demonstrated ability to work independently and as part of a team

### DESIRED QUALIFICATIONS

- Master's degree in related field preferred
- Extensive education experience (preferably early learning education)
- Strong advocacy voice and demonstrated commitment to racial equity
- Proven skills in negotiating, community engagement and conflict resolution
- Strategic thinker, who can anticipate future consequences and trends, understand connections between strategic focus areas and projects, and incorporate them into organizational plans and processes
- Analytical, data-driven decision maker, even when it is unpopular or difficult

### TECHNICAL SKILLS AND KNOWLEDGE

- Proficiency in Microsoft Word, Excel, Access, and Power Point
- Proficiency navigating Video Conferencing Platforms (Zoom, Cisco Webex, Google Meet, etc.)
- Extensive project management experience
- Understanding of contracts and a range of partnership agreements including MOUs
- Comfortable with public speaking

**PHYSICAL REQUIREMENTS:** Employee is subject to standing, stooping, walking, lifting, and carrying objects throughout daily job performance. Effort involving lifting between 5 to 25 pounds required. Driving is required (valid driver's license required).

**COMPENSATION:** Salary for this position is competitive and commensurate with experience.

**TO APPLY:** Send cover letter and resume to [info@bostonthurmondunited.org](mailto:info@bostonthurmondunited.org) by 11:59 p.m. on 12/6/21. Reference "BTU Community Partnerships and Engagement Manager" in the subject line.