



Announcement of Open Position

Community Engagement Manager

Posted: November 14, 2023

Deadline: Open until filled

Classification: Regular, Full Time (40 hours), Non-Exempt, In Office

COVID-19 Vaccine Expectation: Candidates must be vaccinated to be considered.

Work Schedule: Monday through Friday, 8:30am to 4:30pm, In Office

Salary: \$55,000 to \$62,000 depending on experience

Benefits: Automatic enrollment in Cash Balance Pension Plan paid for by employer (contribution equal to 6-8% of your wages plus interest!) with 20% vesting after 1 year of service, eligible to elect medical, vision, and dental coverage through Partners in Housing's employee benefits plan, eligible to elect Flexible Spending Account (FSA) for pre-tax benefits for medical/vision/dental premiums and Tax Deferred Annuities (TDAs) offered for added retirement savings

Paid Time Off: 14 paid holidays per year, new full-time employees accrue 10 hours of paid discretionary time off every month (accrual rate increases with length of service), also receive 8 hours of paid time for your birthday!

Position Summary:

Support the mission of Partners in Housing by engaging in the continuous development of financial and in-kind donations. In these efforts, ensure the mission of Partners in Housing is clearly and positively represented to the Colorado Springs Community through in person, electronic, and print communications. Work with Executive Director on donor stewardship and building relationships.

Principle Responsibilities:

Full job description details and application are available at <https://partnersinhousing.org/employment-opportunities/>.

Education/Experience:

- Bachelor's degree in public relations, Communications, Non Profit Admin, or related field.
- A minimum of four years of overall related experience in fundraising, public relations, communications, and volunteer program oversight for a non-profit organization.
- Experience in the field of homelessness preferred.
- Advanced knowledge of the fields of fundraising, public relations, and communications.
- Ability to effectively convey the mission of Partners in Housing to other individuals and organizations.
- Demonstrate a working knowledge in the dynamics of homelessness.
- Knowledge of the social system in Colorado Springs preferred.
- Knowledge of the local news media and appropriate means of providing information to them, preferred.
- Knowledge of computer word-processing and database software. – Raiser's Edge would be a plus
- Strong computer proficiency, Excel, Constant Contact, Adobe, Canva
- Strong organizational and public speaking skills.
- Excellent communications skills (oral and written).
- Demonstrated ability to work under pressure, meet deadlines, and to work extra hours as necessary.
- Ability to work with others in a cooperative fashion.
- Sensitivity to working with and representing diverse populations.
- Ability to motivate, activate and organize others.

- Must have reliable transportation.
- Must be able to pass drug screen.
- Must be able to meet and receive a criminal records clearance.

If interested, please visit <https://partnersinhousing.org/employment-opportunities/> and click “Apply Online Today”.

Partners in Housing is committed to providing a friendly and inclusive environment where each individual is welcomed and respected. Our goal is to assure that all employment and operational actions are based on qualifications and programmatic needs rather than on non-merit factors, and that no one will be denied an opportunity to share in our programs.

All applicants and employees for the Partners in Housing program are considered equally without discrimination on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state, or local law.

Partners in Housing has developed this policy to ensure an environment free from unlawful harassment, discrimination, and retaliation. Partners in Housing will make every reasonable effort to ensure that all involved are familiar with this policy and are aware that any complaint in violation of such policy will be investigated and resolved appropriately.