

**PARTNERS IN HOUSING
JOB DESCRIPTION**

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Job Title: Community Engagement Manager

Reports To: Executive Director

Training Period: 1 year **Exemption:** Yes

Supervisory: Employees: Yes Unpaid Staff: Yes Volunteers: Yes Oversees Contracts: No Boards: No

General Purpose: 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.

Essential Duties and Responsibilities:

Public Awareness and Donor Relations

- Promote Partners in Housing’s message and mission to a community-wide audience, strengthening overall Public Relations and Branding efforts for Partners in Housing. To include
 - Lead efforts for design and production of Partners in Housing communications materials both electronic and printed newsletters, brochures, displays, signage, banners, etc. in coordination with the Executive Director.
- Assist Executive Director with maintaining an Emergency Media Communications Plan for Partners in Housing, and assure Partners in Housing staff and volunteers are kept aware of their responsibilities regarding contact with the media relative to Partners in Housing matters.
- With E.D. and Development Team, develop an annual plan for communications and fundraising efforts with goals and timelines.
- Act as liaison in all areas of public relations, including presentations to community organizations.
- Assume lead role for community campaigns such as Empty Stocking Fund and Colorado Gives Day
- Lead in the planning, organizing and management of individual donor giving campaigns.
- Be well-versed in using Partners in Housing donor database, Raiser’s Edge, to research efficiencies and expand on capabilities.
- Production of donation thank you letters and tax credit documentation and entry of financial donations into R.E.
- Maintain and verify accuracy of Raiser’s Edge for reporting and use in assessing donor giving potential.
- Maintain and process confidential data information according to Partners in Housing guidelines.
- Lead in the planning and promotion of any special events, along with Development Team, Board and E.D.
- Coordinate with Web Presence Manager for updates to Partners in Housing website, media kit, Facebook, and other social media sites, as needed.
- Utilize high level capabilities of resources, Constant Contact, RE, etc to best segment and connect with specific groups.
- Oversight of in kind donation program and supervise Volunteer and In Kind Donation Coordinator.

Volunteer Relations

- Oversee accuracy of RE donor database for in-kind and volunteer information entry.
- Identify special volunteer projects along with staff and Volunteer and In Kind Donation Coordinator.
- Along with Volunteer and In Kind Donation Coordinator, greet volunteer groups at locations with supplies, and share the PIH message with new groups.
- Oversight of data program and monthly review to ensure all volunteer hours in all categories have been captured for reporting purposes.
- Embrace volunteer’s efforts in increasing effectiveness of the Partners in Housing mission.
- Collaborate with Volunteer and In Kind Donation Coordinator to maintain and cultivate a relationship between all volunteers and in appreciation efforts.
- Attend community events to promote volunteering at Partners in Housing, as needed

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Decision-making and Supervisory Responsibility:

	Volunteers and Unpaid staff	Volunteer/In Kind Coord			
HIRING	X	I			
ASSIGNING/SCHEDULING WORK	X	R			
MONITORING/CONTROLLING WORK	X	R			
DISCIPLINE	X	I			
PERFORMANCE EVALUATION	X	R			
SALARY RECOMMENDATIONS	N/A	I			
DISMISSAL	X	R			
BUDGET RESPONSIBILITY	Volunteer Program and Community Relations Budget				
PROPERTY RESPONSIBILITY	Digital Camera and Equipment				
CONFIDENTIAL INFORMATION	Responsible for the security of highly confidential information.				

I indicates Input only
 R indicates responsibility for Recommending a course of action requiring one other approval
 F indicates responsibility for the Final Decision

Minimum Requirements:

Education: Bachelor’s degree in Public Relations, Communications, Non Profit Admin, or related field.

Experience: 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.

Or other background demonstrating application of the following knowledge, skills, and abilities:

- 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.

Physical Requirements of this position include:

FREQUENCY OF REQUIRED EXPOSURE/USE

WORK ENVIRONMENT	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
HUMIDITY	X		
HEIGHTS	X		
NOISE		X	
COMPUTER USE			X
DRIVING			X
STANDING		X	
SITTING			X
WALKING		X	
BENDING		X	
WORK WITH OTHERS			X
REPETITIVE MOTION		X	
OPERATING MACHINERY			
COPIER			X
TYPEWRITER	X		
TELEPHONE			X
FACSIMILE (FAX)	X		
COMPUTER			X
MOUSE			X
PRINTER			X

OTHER REQUIREMENTS	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION		X	
HEARING			X
SPEECH			X
OTHER			
TRAVEL:			
LOCAL			X
NATIONAL	X		
INTERNATIONAL	X		

This position requires occasional local and national travel to attend meetings and conferences.

MOVING EQUIPMENT AND SUPPLIES

LIGHT (Under 5 lbs.)			X
MODERATE (5 to 20 lbs.)			X
HEAVY (Over 20 lbs.)		X	

DESCRIPTION OF MOVEMENT

LIFT/LOWER			X
CARRY			X
PUSH/PULL			X
REACH ABOVE			X