



Title: Community Engagement Manager
Reports to: Chief Mission Officer
Full-Time, Salaried
Exempt, Must be an Austin Resident

Austin Parks Foundation partners with our community to enhance people's lives by making our public parks, trails and green spaces better through volunteerism, innovative programming, advocacy and financial support.

Job Description:

Austin Parks Foundation (APF) seeks a Community Engagement Manager to provide oversight to APF's community engagement strategy, including volunteer and outreach programming, corporate engagement initiatives, and our two annual signature city-wide volunteer events, It's My Park Day Spring and Fall.

This position will oversee the Adopt-A-Park program in partnership with the City of Austin Parks and Recreation Department, which engages and provides resources to 100 community groups across the city, and our annual Adopt-A-Park Summit, which provides educational and training opportunities to program participants.

The ideal candidate will have supervisory experience and thrive in a busy, fast-paced environment. This position will support the Chief Mission Officer and manage programs staff, including a volunteer manager, outreach coordinator, and programs coordinator.

Essential Functions:

- **Responsible for developing and implementing APF's community engagement goals and procedures in alignment with APF's strategic plan**
- **Oversee all aspects of APF's volunteer program, including recruitment, retention, and appreciation activities**
- **Responsible for developing and implementing APF's corporate engagement strategy in partnership with development team**
- **Manage and expand the Adopt-A-Park program in partnership with the City of Austin**
- **Coordinate and grow annual Adopt-A-Park Summit event**
- **Oversee APF's signature annual large-scale volunteer events, It's My Park Day Spring and Fall**
- **Manage Volunteer Manager, Outreach Coordinator, and Programs Coordinator**
- **Build and maintain strong relationships with community groups, corporate sponsors, service organizations, and city departments**
- **Give presentations to neighborhood groups, corporate groups, and park stakeholder**

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- Work with marketing staff to build plan for marketing, communications and social media outreach in order to achieve program and event goals
- Work closely with outreach staff to support development of new Ambassador program to help expand APF's reach
- Plan and conduct targeted outreach efforts to support investment in historically underserved communities
- Provide support to the Chief Mission Officer and take on additional duties as needed

Role Requirements

- Self-motivated and an internal drive to produce high-quality work
- Highly organized, solid time management skills and the ability to prioritize and juggle multiple projects at once
- Strong decision-making skills and the ability to succeed in a fast-paced environment
- Excellent interpersonal and relationship building skills
- Good public speaking and presentation skills
- Interest in conservation, parks, and open spaces
- Ability to work well with donors and colleagues across teams and at all levels
- Trustworthy and dependable

Required Qualifications

- Bachelor's Degree or equivalent experience
- 3-4 years programs management or volunteer management experience
- Supervisory experience
- Proficiency with Google Drive, Microsoft Office and general office software and equipment

Preferred Qualifications

- Experience utilizing CRM database and/or volunteer management platforms
- Event coordination and/or development experience
- Bilingual (Spanish/English) applicants encouraged to apply

Physical Demands and Work Environment:

- Physical demands are minimal and typical of similar jobs in comparable organizations - may be required to move event materials weighing up to 20 pounds
- Work environment is done largely in-office with occasional meetings in parks
- Required to work some evenings and weekends

Salary and Benefits: Salary commensurate with experience. APF offers a competitive benefits plan, flexible schedule and an inspiring workplace.

Apply at: austinparks.org/jobs.

Applications accepted until December 8, 2017.

No phone calls please.