



## Community Engagement and Relations Manager

Last Updated: 4/01/24

The **mission** of Family Promise of Gallatin Valley is to empower families experiencing housing insecurities to secure a safe, affordable home, a livelihood, and the chance to build a better future for their children.

The **vision** is that family homelessness is brief and non-recurring.

Organizational **values**: Trust, Equity, Authentic, Compassion, Respect, Passionate, and Fun.

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<b>CLASSIFICATION:</b>	Exempt; with evenings and weekends as required
<b>REPORTS TO:</b>	Development Director
<b>SALARY:</b>	\$55,000-\$65,000 annually depending on experience

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**Job Summary:** The role of the Community Engagement Manager will develop a plan to accomplish broader community awareness and engagement of FPGV, including raising awareness, and the development of engagement and partnership pathways for individuals and organizations that align with our mission and vision.

### **Responsibilities and Duties:**

#### ***Community Relations, Outreach, and Business Partnerships (90%)***

- Manage the creation and execution of an overall plan for community outreach and engagement and foster collaborative relationships throughout the community.
- Articulate Family Promise's objectives, initiatives, and opportunities with clarity and confidence.
- Responsible for supervising community relations, activities, and initiatives.
- Contact a minimum of ten businesses, civic groups, and congregations per month.
- Create, plan, and coordinate monthly presentations to community partners.
- Implement Corporate Sponsorship program in conjunction with the Development Director.
- Represent FPGV in community initiatives and at events that support our brand goals/strategies.
- Connect entry of new contacts, donors, volunteers, and donations as necessary.
- Organize and manage community events, workshops, and meetings, both virtual and in-person, to foster a sense of community and encourage active participation.
- Work with the Events and Communications Manager to create, curate, and manage published content to engage community members, stimulate conversation, and build brand awareness.
- Establish and maintain relationships with community leaders, influencers, and other key stakeholders to amplify community outreach efforts and partnerships.
- Join a minimum of two boards, civic organizations, or Leeds groups, and regularly attend Chamber of Commerce and Prospera events.
- Monitor, track, and report on feedback and online reviews from community members, leveraging insights to improve community engagement strategies and initiatives.
- Coordinate with the Development Team to integrate community relations strategies with broader marketing campaigns and to leverage community insights for marketing purposes.

#### ***Marketing (5%)***

- Write copy for press releases and annual publications, including Spring Newsletter and Impact Report.

#### ***Fund Development (5%)***

- Provide tours of properties and additional information as needed.
- Assist with stakeholder relations as needed.

#### **Other duties as assigned**

**Experience**

- A passionate go-getter with a minimum of two years of volunteer management or business outreach experience preferred.

**Skills**

- Maintain a high standard of professionalism and collaboration.
- Effectively articulate and have a passion for the vision and mission of FPGV.
- Proficiency in and a passion for public speaking.
- Maintain a high standard of professionalism and collaboration.
- Excellent communication skills to effectively engage and motivate community members.
- Strong organizational skills to coordinate schedules and tasks efficiently.
- Empathy and understanding to build positive relationships with volunteers and community leaders.
- Leadership abilities to inspire and guide volunteers towards common goals.
- Problem-solving skills to address challenges that arise during volunteer activities.
- Adaptability to adjust strategies and approaches based on volunteer feedback and changing circumstances.
- Strong relationship building skills.
- Proficient oral and written communication with staff, families, and the community effectively.
- Ability to relate to a diverse, and sometimes vulnerable, population.
- Intermediate to advanced Microsoft Office Suite computer skills.
- Follow through with responsibilities.
- Innovative problem-solving.
- Organization of complex schedules.
- Effective communication to individuals and groups
- Effective task delegation and prioritization of tasks.

**Ability to**

- Act as a teacher, coach, and mentor to staff, volunteers, and guest families.
- Embrace a dynamic environment.
- Adjust strategies and timelines when needed.
- Effectively communicate with individuals across all socio-economic levels.
- Work with individuals in crisis who may be highly stressed.
- Establish and maintain relationships with diverse organizations, agencies, and community members.
- Effectively evaluate performance and take corrective actions when necessary.
- Communicate clearly and concisely both orally and in writing.
- Perform in a multi-tasking environment.
- Ability to lift 50 pounds and walk up 3-5 flights of stairs.

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Family Promise Employee

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Date

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Family Promise Supervisor

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Date