

**POSITION:** COMMUNITY ENGAGEMENT MANAGER

**SUPERVISOR:** PREVENTION DIRECTOR

**SUPERVISES:** PARENT ENGAGEMENT SPECIALIST

**FLSA:** EXEMPT

**UPDATE:** 2/2022

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**POSITION SUMMARY:**

The Community Engagement Manager will be responsible for one of Families Forward Virginia's initiatives by providing coordination of the Strengthening Families Framework in local communities. The Community Engagement Manager will be implementing and developing sustainable Family Resource Centers across the Commonwealth. The position will also provide ongoing technical assistance and guidance as it pertains to impact efforts through local-level partnership building, local-level community outreach and engagement, and pilot project development.

All duties are fulfilled in alignment with our high performing culture and core agency values of *Respect, Integrity, Champion, Collaborative* and *Excellence* as well as in support of our team-based environment in which all staff work together toward a shared vision and goal

**RESPONSIBILITIES:**

Develop trusted relationships with a team of cross-functional leaders to implement a state-wide community engagement strategy, with the ultimate goal of building family resource centers.

Coordinate with the Prevention Director to lead the responsibilities of the *Thriving Families Safer Children* initiative.

Facilitate and be the hands-on-the-ground partner to lead discussions with local communities to implement Family Resource Centers as a primary prevention strategy.

Demonstrate effective communication and negotiating skills with and between individuals and diverse groups of people.

Conduct presentations, focus groups, and town halls, etc. to support community/business needs prior to planning, implementing, monitoring, and evaluating framework and activities.

Champion efforts to capture and disseminate data and insights in external communications, both written and verbal that advances the work of primary prevention, show its impact, and/or identify challenges or gaps in effectiveness.

Supervise and work with the Parent Engagement Specialist to develop long-term and short-term strategies for incorporating meaningful involvement for People with Lived Experience in project design and ownership.

Be able to assess needs of the local family resource centers and provide ongoing technical assistance and quality assurance.

Build a family resource centers network structure to provide and improve connections and resources to leverage collective impact.

Partner with the Communication Director in the development and distribution of materials and digital content that strengthen relationships to establish and maintain community partnerships.

Produce and review reports as requested.

Other special projects and duties as assigned.

### **VALUE-BASED SUCCESS CRITERIA:**

Possess a problem solving approach to organizational challenges and help maintain an environment supportive of the same.

Serve as an open and available resource to colleagues across the organization and align with Families Forward's culture of proactive management.

Embrace an "all hands on deck" work environment where everyone is vital to its success and there is a sense of both individual ownership and shared purpose.

Adopt a proactive approach to setting and maintaining an organizational culture that is positive, professional, respectful, inclusive, energetic and constructive.

Take calculated risks to improve performance, experiments with new ideas, methodologies, and procedures.

Build and maintain strong relationships with a wide array of allies and partners

Embrace diversity, equity, and inclusion and ensure these foundational themes are reflected throughout the portfolio of work.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess a strong background in working with diverse coalitions to advance common goals and have experience and/or a demonstrated interest in facilitation and strategy development.

Ability to interface with a wide variety of audiences, including the general public, community leaders, small businesses and corporate leaders.

Skill to facilitate effective communication and across multiple teams, models, programs and community stakeholders.

Ability to have a deep understanding for Virginia's communities and a sensitivity to the cultures, values, diverse needs of those communities.

Possess excellent influencing, consultative and coaching skills that includes consensus building, problem resolution, strategic and tactical planning

Ability to demonstrate skill in organization, coordination and time management.

Skill to simultaneously manage multiple, complex projects in a deadline-driven and high-achieving environment, and practices rigor, resourcefulness, collaboration, flexibility, creativity, and patience.

Ability to thrive in an innovative, fast-paced, outcomes-driven and non-profit culture with limited guidance and a service-oriented mindset.

Ability to be comfortable working in an open office environment, which fosters critical collaboration among colleagues.

Knowledge and experience proficient in Microsoft Office applications.

### **REQUIRED EXPERIENCE AND EDUCATION:**

A Bachelor's Degree in related field of work or equivalent experience required.

A minimum of three years of experience in management experience, program development, nonprofit, grass roots project development, and/or government relations.

Experience conducting and managing needs assessment, project planning, implementation, and evaluation

Experience in human service administration, program coordination and systems development preferred.

Experience working with local and regional communities, and individual stakeholders.

Experience with public speaking, group facilitation, training, supervision and team development

### **LICENSURES, CERTIFICATIONS AND ENDORSEMENTS:**

Possession of a valid Virginia Driver's license

### **AN EQUAL OPPORTUNITY EMPLOYER:**

It is Families Forward Virginia's policy to provide an equal employment opportunity for all applicants regardless of race, color, religion, age, sex (including pregnancy, gender identity and sexual orientation), national origin, disability or genetic information, veteran status, or any other protected characteristic as established by law. Families Forward Virginia hires only U.S. citizens and Non-citizens who are legally authorized to work in the United States.