



Young  
Audiences  
Arts for  
Learning

Oregon & SW Washington

## **Community Engagement Manager – Job Posting**

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**Date Posted:** October 3, 2017

**Application Deadline:** October 31, 2017. Applications are reviewed on a rolling basis.

**Targeted Start Date:** December 1, 2017

**Position Status:** Full-time; Non-exempt; 40 hours per week

**Compensation:** \$15 -18 per hour depending on qualifications, plus benefits

**Reports to:** Programs Director & Development Director

### **Position Summary**

Young Audiences of Oregon & SW Washington is seeking dynamic, strategic and resourceful candidates from diverse backgrounds to build and foster relationships with school communities in the position of Community Engagement Manager.

The Community Engagement Manager plans and implements the marketing and sales of the organization's arts education services to schools and community venues in order to achieve earned and contributed revenue targets while helping educators utilize the arts to benefit students.

The Community Engagement Manager oversees the Run for the Arts jog-a-thon fundraising program which helps schools raise more than \$700,000 a year. They are a highly visible representative of Young Audiences in schools, and are in frequent communication with educators and parents helping to align the delivery and development of programming with the interests and needs of the community. In many ways, they are the arts education "conciierge" for our region's teachers.

As a member of both the Programs and Development teams, the Community Engagement Manager additionally oversees volunteer recruitment for Young Audiences, secures over \$150,000 in earned revenue annually, matches high-needs schools with funding and subsidies, and coordinates programs where relationship-building is a key element. This position requires access to reliable transportation and willingness to travel throughout the Portland Metro area.

Young Audiences of Oregon & SW Washington is an equal opportunity employer and we strongly encourage applicants of all backgrounds, including people of color and from communities underrepresented in the arts and education fields.

## **Essential Position Responsibilities**

The Community Engagement Manager's responsibilities include, but are not limited to:

- Actively support the mission of Young Audiences (YA)
- Establish and build relationships with principals, teachers, student families and other school leaders to learn about their needs and promote YA programs
- Identify, cultivate, and engage new schools and community sites to partner with YA
- Increase the engagement of current partner schools and reengage schools who have formerly partnered with YA
- Track school program requests using YA Salesforce database and scheduling system
- Manage recruitment and retention of schools in the Run for the Arts jog-a-thon fundraising program to achieve contributed and earned revenue targets
- Engage school communities in YA Run for the Arts program by providing added benefits for program participants and their families
- Coordinate Run for the Arts logistics including the online donations platform and ensure integration with the YA Salesforce CRM database
- Support the community of school-based Run for the Arts jog-a-thon coordinators
- Collaborate with the Communications & Office Manager to create collateral and marketing materials to share with schools on all YA programs
- As a member of the Programs team, participate in the development, coordination and implementation of special programs
- As a member of the Development team, enthusiastically support the goal of increasing contributed revenue and execute other development duties as needed
- Collaborate with YA Program staff to tailor programming to meet the needs and priorities of school partners
- Collaborate with YA Development staff on funding proposals and matching high-needs schools with special funding opportunities
- Meet or exceed earned program revenue targets
- Recruit volunteers
- Manage in-school and event volunteers
- Represent YA in the community and at special events
- Cultivate inter-organizational partnerships and collaborations
- Perform other duties as assigned

## **Qualifications and Experience**

### **Required:**

- Commitment to the mission of YA and belief in the power of arts education
- Excellent interpersonal and communication skills, both written and oral
- Great organizational skills and time-management habits
- Entrepreneurial and self-directed attitude

- Demonstrated ability to work independently
- Demonstrated ability to establish and maintain effective working relationships
- High professional and ethical standards
- Experience working with diverse communities and a commitment to cultural sensitivity and fluency
- Personal enthusiasm, optimism and sense of humor
- Strategic outlook paired with keen attention to detail
- Experience working with a variety of word processing and spreadsheet software.
- Experience with school systems, cultures and structures
- Regular access to reliable transportation

**Preferred:**

- Proven record of meeting or exceeding revenue targets
- Background in sales, marketing, development and/or outreach
- Familiarity with the arts education field
- Proficiency with Salesforce or similar CRM platform
- Graphic design and/or web design skills
- Current driver's license and regular access to a reliable vehicle
- Ability to pass a strict school district criminal background check

**Application Process**

Please submit your application to Young Audiences by email ([jobs@ya-or.org](mailto:jobs@ya-or.org)), in person, or by postal mail (1220 SW Morrison Street, Suite 1000, Portland, OR 97205) including **a cover letter, resume, list of three references, and, if possible, relevant work sample (e.g. marketing materials you have designed, outreach or business plan you have crafted etc.)**. Subject line should include "Application – Community Engagement Manager". Young Audiences is an equal opportunity employer and we strongly encourage applicants of all backgrounds.

**About Young Audiences of Oregon and SW Washington**

**Young Audiences Arts for Learning of Oregon & SW Washington** is our region's most comprehensive arts-in-education nonprofit organization, serving kids, teens and families in partnership with artists, educators, and community organizations since 1958. Young Audiences provides workshops, residencies and performances across performing, media and visual arts disciplines for young people in school and community settings; offers training for artists to be more effective educators; gives classroom teachers the tools to integrate the arts into their teaching practice; and brings fundraising support to schools for art education through the Run for the Arts. Young Audiences is a dynamic, forward-thinking organization with a dedicated, mission-driven, creative work culture. Visit [www.ya-or.org](http://www.ya-or.org) for more information.