



## **Girls Inc. of Alameda County Community Engagement Manager**

### **Organizational Overview**

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since 1958, we have responded to the unique needs of girls aged 5-18. We empower girls in underserved communities, equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy activities in elementary school, to exciting hands-on science projects in middle school, to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Poised for growth, the Girls Inc. of Alameda County's operating budget is \$6.9M with 110 staff in our downtown Oakland Simpson Center for Girls and in more than 20 schools and satellite centers across Alameda County.

### **Position Overview**

The Community Engagement Manager is responsible for overseeing corporate and individual engagement opportunities with the ultimate goal of connecting them to program impact and inspiring them to become champions of the agency who are more deeply invested in our girls' success and the success of Girls Inc. of Alameda County. This position requires a dynamic individual who easily develops relationships with diverse groups of people, has the vision to design compelling volunteer experiences, and embodies the values of Girls Inc.

### **Major Duties and Responsibilities**

- Manage portfolio of corporate volunteer engagements and individual volunteers to support Girls Inc., building strong relationships to drive program impact
- Co-create compelling engagement experiences that are developmentally appropriate for our girls, culturally sensitive and values-aligned
- Leverage engagement experiences to develop relationships that convert volunteers to investors and secure fundraising support for the agency
- Conduct training and orientation for volunteers and ensure the agency utilizes appropriate risk management strategies
- Organize annual volunteer awards for the agency
- Serve as a community liaison representing Girls Inc
- Capture and record volunteer contact information as well as volunteer activities in Raiser's Edge, capture images of volunteer activities and provide appropriate recognition through Girls Inc. social media, prepare reports, and write monthly volunteer newsletter
- Perform other duties as assigned

## **Qualifications**

- Minimum of 2 years of experience in program or volunteer management
- Demonstrated ability to facilitate group activities that motivate and inspire diverse groups of teens and adults
- Demonstrated project management capability
- Strong written and verbal communication skills
- Ability to lift, bend, move up to 20 lbs.
- Proficiency in Microsoft Suite, Outlook, Raiser's Edge, and social media
- Willingness to work occasional evenings as needed
- BA degree in human services, recreation, education, or comparable experience
- Background clearance from the Department of Justice
- A valid California Driver's License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.

## **BENEFITS:**

Employer pays part of standard medical plan and provides vacation, sick, and holiday pay prorated to employees FTE.

**OTHER BENEFITS AVAILABLE:** Dental, Voluntary Life, Vision, and Long-term disability available at the employee's expense and the ability to participate in the 403(B) and Flexible Savings Account.

**TO APPLY:** Email your cover letter and resume to: [kbrown@girlsinc-alameda.org](mailto:kbrown@girlsinc-alameda.org)

Girls Inc. of Alameda County is an Affirmative Action/Equal Opportunity Employer