

## Community Engagement Manager

### About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by 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 interventions in elementary school and exciting hands-on STEM and STEAM 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. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

### About the Role

The Community Engagement & Corporate Partnerships Manager is responsible for engaging companies and individuals through meaningful fundraising and volunteer opportunities to advance the agency's mission.

This position requires a dynamic individual who can clearly convey the mission and programming of Girls Inc. of Alameda County with corporate partners through a strategic, professional lens which includes the tasks below:

- Managing corporate relationships with the CDO to engage them as investors to Girls Inc. of Alameda County and volunteers.
- Ally with program staff to facilitate group activities, field trips, and events.
- Train and work with a diverse volunteer pool, represent the agency in the community, and maintain the integrity and structure of a strong, volunteer program.

### Job Summary

#### Relationship building and training corporate partners and volunteers.

- In partnership with the CDO, identify, establish, and steward relationships with corporations, sports teams, and event sponsors for the sustainable benefit of Girls Inc. of Alameda County.
- Maintain mutually beneficial relationships with key corporate partners that support engagement and fundraising goals.



- Design, coordinate and manage Girls Inc. of Alameda County volunteer efforts to support programming needs and fundraising events,
- Serve as a community liaison representing Girls Inc. at outreach and recruiting events.
- Recruit, on-board, train, and place key volunteers in coordination with Program needs.
- Prepare effective written materials needed to provide support and training to Girls Inc. staff members on volunteer issues.

#### Design and coordination of engagements.

- Plan, coordinate and manage on-site and off-site corporate volunteerism events, engaging girls in professional spaces and with professionals to broaden their understanding of future opportunities for themselves including but not limited to field trips, internships, panels, and tutoring.

#### Reporting

- Maintain volunteer database and statistics, record all volunteer activities, prepare regular reports and coordinate information-sharing across the Development team to support fundraising efforts and prioritization.
- Perform other duties as assigned in person or in virtual workspace.

### **About You**

- Bachelor's degree.
- Some development/fundraising experience including relationship stewardship.
- Demonstrated ability to communicate professionally with and motivate a diverse population of children. and adults at all levels of a company.
- Ability to demonstrate cultural humility and inclusiveness and work well with people from diverse cultures, ethnicities, languages.
- This role includes engaging evening and weekend activities from time to time.
- Minimum of 2 years of experience managing volunteers and working with youth programs.
- Experience facilitating group activities, teaching or training.
- Demonstrated ability to manage multiple tasks and prioritize projects and work independently.
- Strong written and verbal communication skills and ability to communicate effectively.
- Ability to lift, bend, move up to 20 lbs.
- Proficiency in Microsoft Office Suite.
- Familiarity with Raisers Edge, or other fundraising software.
- Desired qualities include curiosity, optimism, compassion, resourcefulness and integrity.
- Candidate must be willing to work evenings and weekends as needed
- Employment is contingent upon a clean driving record, insurance and a valid California Driver's License
- Fingerprinting and a criminal background check required for employment



## What We Offer

- Compensation: *\$65,000 - \$75,000 annually*
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training

## Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

To APPLY Please send resume and cover letter to: [talent @ girlsinc-alameda.org](mailto:talent@girlsinc-alameda.org). For more information about Girls Inc. of Alameda County, please view our website at [www.girlsinc-alameda.org](http://www.girlsinc-alameda.org)

\$150 COVID-19 Vaccination bonus is offered to successful candidates who can provide proof of full vaccination upon hire and or during onboarding.

