



Job Title: Communications and Community Engagement Manager

Brief Description: Friends of Kenilworth Aquatic Gardens (FoKAG) is seeking a highly capable, strategic and passionate individual to join its dynamic and entrepreneurial, organization at a critical and exciting stage in its 20-year history. The Communications and Community Engagement Manager will be responsible for planning, developing and implementing comprehensive strategies to cultivate and expand strategic community partnerships, while also developing and overseeing the organization's communications strategy to raise organizational visibility and attract prospective institutional and individual funders. This position reports directly to the Executive Director.

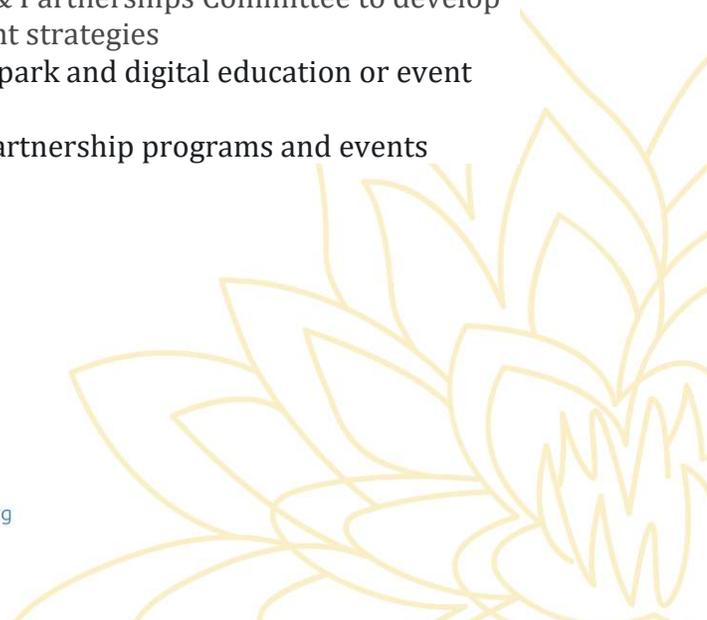
Position Outcomes:

- Build and scale innovative communications and community engagement that align with the FY 2021 work plan
- Improve the relevance and elevate the visibility of Kenilworth Aquatic Gardens among nearby neighborhoods, including outreach targeted to diverse populations, and align with park and community-driven goals
- Serve on the Executive Leadership Team, as a thought-partner to the Executive Director, while also developing the strategies to manage existing and attract new funders and oversee communications efforts.

Key Responsibilities:

Community Engagement & Partnerships

- Create a systematic, authentic approach for community outreach and engagement with feedback loops
- Develop new and strengthen existing park partnership opportunities with community organizations, businesses, nonprofits, and other Friends groups
- Serve as a staff liaison to the Board Programs & Partnerships Committee to develop programs and partnership goals and implement strategies
- Work with NPS staff to expand the reach of in-park and digital education or event initiatives
- Implement, promote evaluate and report on partnership programs and events





Communications

- Develop and implement the organization's overall communication strategy
- Oversee an AmeriCorps VISTA staff's social media and website content creation
- Develop and direct strategic communications efforts for partnership programs and education initiatives. This would, include creating content e-blasts, website, fliers, social media, and press releases, as well as developing recap reports to showcase results
- Reviewing and support grant proposals and fundraising materials

Qualifications

- At least 3 years of experience in a non-profit organization with a successful track record in communications and community engagement
- Knowledge of, or strong interest in parks, civic engagement, Black culture and heritage, and social justice. Residency or connections to the Ward 7 & 8 community is a plus.
- Ability to work autonomously and take initiative in an innovative, entrepreneurial, and fast-paced environment
- Capacity to think strategically and quickly identify viable funding and partnership opportunities while balancing competing priorities with limited resources
- Engaging personality that can cultivate strong relationships and work successfully in partnership with a range of stakeholders, including nearby residents, staff, Board members, and donors
- Ability to thrive in a mission-driven environment with strong values and culture; passionately committed to FoKAG's mission, vision and strategic direction

Salary & Benefits:

The salary range is \$35,000-\$50,000 for full-time or part-time work, commensurate with skills or experience. Benefits include PTO, Holiday Pay, Medical and Dental insurance, and flexible working hours and location. Some evening and weekend work is required. FoKAG is an equal opportunity employer.

To Apply:

Send your resume and cover letter outlining your interest in this position to tina@fokag.org. Please include "Communications and Community Engagement Manager" in the subject line of your email. **Deadline for applications is Thursday, December 31, 2020 at 5 pm EST.** BIPOC (Black, Indigenous, and People of Color) are strongly encouraged to apply.