



## COMMUNITY ENGAGEMENT MANAGER POSITION ANNOUNCEMENT

Salary: \$55,000 - \$60,000

Anchorage Park Foundation (APF) builds *Healthy Parks & Healthy People* by mobilizing public support and financial resources for Anchorage parks, trails, and recreation opportunities. Anchorage Park Foundation addresses inequities in access to public land and encourages community stewardship of greenbelts, parks, and trails in Anchorage. APF is the nonprofit partner to the Municipality of Anchorage Parks and Recreation Department working in the space between local government and the people of Anchorage in community park and trail improvement projects.

### POSITION OVERVIEW

APF seeks a full-time (35 hours a week) Community Engagement Manager to join our team. The Community Engagement Manager will implement multiple strategies that highlight APF's mission through both innovative and conventional communications strategies and tactics. They will conduct day-to-day work in the areas of writing, print/electronic communication and publication, media and public relations, event planning, and project management. This position is ideal for a skilled storyteller with passion, creativity, and attention to detail. This position works collaboratively with all members of the organization, partners, community groups, and the public. The position offers health care reimbursement, 403(b) retirement match, and a flexible work environment.

### Major Responsibilities

- Serve as an active member of the Community Engagement Team, which includes the Executive Director, Director of Philanthropy & Marketing, and the Director of Programs to help develop and implement a strategic communications plan and community engagement strategy.
- Ensure consistent use of organization brand, mission, and messaging in all materials, presentations, and conversations. Organize photos, videos, graphics, and publications in an accessible system.
- Work collaboratively with all staff members, partners, grantees, and funders to collect and develop compelling stories, including written and visual content to promote and advance mission.
- Work with the team to develop external communication materials including website, newsletters, annual reports, marketing materials, news releases, and social media campaigns.
- Coordinate, promote, and participate in community outreach events such as Concert in the Parks summer series, volunteer events, community tree planting events, Indigenous Place Name ceremonies, or ground-breaking and ribbon-cutting events.
- Assist in promoting requests for grant proposals for Community Challenge Grant projects and Community Reforestation projects. Work directly with community groups that are grantees in promoting their projects, telling their stories, and celebrating their successes. Provide support and use a variety of outreach methods to ensure all interested groups can execute successful projects in their neighborhoods.

### Preferred Qualifications

- 3-5 years nonprofit experience preferred in community outreach, marketing, communications,

fundraising, or a related field.

- Persuasive written and verbal communication skills.
- An ability to work independently, manage multiple priorities, and be a team player.
- Experience with Office365 Suite, Adobe Suite, email marketing software, web editing, and graphic design.
- Valid driver's license and own transportation for work-related responsibilities.
- Professionalism and a willingness to learn what isn't known.
- Flexibility to attend seasonal off-hours events.
- A culturally responsive attitude and commitment to equity.
- A love of the outdoors.

#### **TO APPLY**

Please send a cover letter and résumé to [info@AnchorageParkFoundation.org](mailto:info@AnchorageParkFoundation.org). Include Community Engagement Manager in the subject line. **This position is open until filled, with first review of applications January 5, 2024.**

We seek to build an inclusive organization grounded in respect for differences and encourage applications from all qualified individuals without regard to race, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, ability, or veteran status.