



## Community Engagement Manager Full Time, Exempt

**United Way of Tucson  
and Southern Arizona**

### **Job Summary:**

The Manager of Community Engagement reports to the Director of Community Engagement. This position supports the Director of Community Engagement in event management, strategic community partnerships, management of UWTSAs volunteer center, managing our labor partnership and other communications and marketing activities.

This is full-time, exempt position is for a mission-driven, motivated, creative, entrepreneurial individual with a high level of initiative, and excellent communication and organizational skills. With an office in Tucson, this position requires travel throughout Pima County. All United Way of Tucson and Southern Arizona (UWTSA) programs and strategies work toward eliminating racial, ethnic, and socio-economic disparities for an educated, thriving, and equitable community.

United Way offers competitive wages and a generous benefits packet with employer contributions for full time employees including medical, dental, 401K, HRA, PTO, 11 paid holidays, and opportunities for educational and professional development. For more information about our organization, see [www.unitedwaytucson.org](http://www.unitedwaytucson.org).

**Salary Range: \$40,000 - \$47,000**

### **Responsibilities:**

#### **Events Management**

- Participates in organizational event planning efforts from creative concept development to final execution.
- Works with Community Engagement Director in event debriefs and post-event communications, including surveys, thank you communications, lessons learned and other functions as appropriate.
- Supports Community Engagement Director in developing and maintaining relationships and collaborations with key community partners and individuals.
- Supports Community Engagement Director in securing event sponsorship.
- Supports Community Engagement Director in tracking Event KPIs including dollars raised (if applicable) Cost of Attendee Acquisition, Number of Press Mentions, Inbound Links, Social Traffic and Social Shares.

**Community Engagement/Partnerships**

- Plays active role in the Management of UWTSA's Volunteer Center/Program including managing the Volunteer Platform, Golden.
- Help maintain strategic community partnerships to increase UWTSA's impact, brand awareness, funding, and community understanding.
- Execute strategy to deepen UWTSA engagement amongst volunteers

**Resource Development**

- Work with Resource Development to execute recognition strategies for sponsors and volunteers.
- Coordinate and participate in organization-wide events, partnerships, and activities.
- Supports Community Engagement Director in Execute strategy to grow UWTSA's Endowment Fund to \$25M by 2024.

**Communications Functions**

- As part of the Communications team, this position contributes to internal and external promotions, communications, marketing, and advertising efforts.
- Manage and/or contribute social media content.
- Attend community meetings to increase understanding of volunteer and community needs and to better coordinate services.
- Contribute content to e-newsletters and other marketing efforts.

**Administrative Functions**

- Maintain positive, collaborative relationships with UWTSA employees, the management team and community partners through the development of strong networks with each stakeholder group.
- Perform duties in accordance with United Way policies and procedures such as attending staff meetings, completing accurate and timely timesheets and expense reports.
- Create, modify, and maintain routine and ad hoc letters, memos, and reports using word processing, database, spreadsheet, and other software packages.

**Other Duties as Assigned****Qualifications:**

- Bachelor's degree and a minimum of two years of experience in event management, communications, marketing, or related fields.
- Demonstrated excellent written/verbal communication skills, including clear, concise, and accurate written documents including grammar, and spelling.
- Bilingual English/Spanish helpful.
- Demonstrated skills using Windows-based software, including Internet browsers, e-mail, word processing, spreadsheet, database, presentation, and graphics software.
- Ability to work across functional boundaries to solve problems, improve processes, and achieve excellent results.
- Manage multiple priorities in a high-pressure environment within time constraints.
- Ability to establish and maintain effective working relationships with all levels of United Way staff as well as diverse volunteers, donors, community partners, vendors, and other constituents.

- Recognizes the value that diversity brings to an organization and community and has a commitment to expand equity whenever possible.
- Ability to maintain a flexible work schedule (including working early mornings, evenings and/or weekends) and adjust it as required.
- Must possess a valid driver's license, current auto insurance and daily access to reliable vehicle.
- Ability to travel to work in a variety of locations throughout Pima County as required.
- Ability to lift at least 30 pounds is required.