



Community Engagement Manager **JOB DESCRIPTION**

Position Title: Community Engagement Manager

Status: Non-Exempt

Revision Date: November 2023

Organization Description

Greenville Housing Fund is a non-profit organization founded in 2018, with the mission to increase the availability of high-quality, affordable rental and homeownership opportunities across Greenville County. We engage and encourage the broader community to advocate for more affordable places to live; we make investments in affordable housing development through funding programs and financing; and we acquire land for future development. More information about GHF can be found at www.greenvillehousingfund.com.

Position Overview

This person will collaborate with the Director of Policy and Advocacy, VP of Operations, and CEO to ensure that all program-related tasks are completed efficiently and effectively. The Community Engagement Manager will be responsible for organization, record-keeping, and communication, and will serve as the organization's public representative. As the lead facilitator of the collective impact group, the Greenville Affordable Housing Coalition, the Community Engagement Manager will engage with coalition members and support their work as they lead the Greenville Affordable Housing Coalition

Essential Duties

- Support planning and coordination of a comprehensive community engagement program and its activities;
- Facilitate coalition meetings for each committee and steering committee and document the outcome and goals;
- Plan and organize Coalition meetings, committee meetings, and meetings with the chairs;
- Oversee roles & responsibilities to members and create accountability systems, policies and procedures;
- Develop and implement a work plan showing both quantitative and qualitative data;
- Engage with a PR company or other resource to manage communications through newsletters and social media.
- Collaborate with VP, Operations to maintain a budget and track transactions;
- Collaborates on grant applications in coordination with GHF CEO and staff. Provides applicable reporting required by relevant grants
- Build and maintain positive relationships with coalition members, this includes: partners, stakeholders, neighborhood leaders
- Schedule and organize meetings/events and maintain agenda;
- Ensure technology is used correctly for all operations; (video conferencing, presentations etc.)



- Maintain minutes of all meetings
- Create reporting and provide updates, including updates to the dashboard, regarding the status of the coalition;
- Provide support to the coalition members, including the committee chairs, as needed;
- Conducts other required duties to ensure strong stakeholder support and effective advocacy.
- Perform other duties as assigned for the overall benefit of the organization.

Minimum Qualifications (Knowledge, Skills, Abilities)

- High degree of professionalism in interacting with diverse groups of people, including Board members, senior executives, staff colleagues, community leaders, donors, and funded partners; the ability to execute job responsibilities with a diversity, equity, and inclusion lens is critical.
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail
- Excellent judgment and ability to maintain high integrity and discretion in handling confidential information.
- Skilled with Microsoft Office Suite software and applications. Ability to design and edit graphic presentations and materials; desktop-publishing software skills are a plus.
- Capable of completing a large volume of tasks and projects with minimal guidance. Ability to react with appropriate urgency to situations and events that require quick response or turnaround, as well as flexibility and the capacity to switch gears at a moment's notice

Education and Experience

- Bachelor's degree, Master's degree preferred
- Three to Five years of previous professional experience in a discipline such as community organizing, collective impact, affordable housing, or community development. Recent experience in Greenville is desirable.
- Experience working in housing or real estate development, finance, or related fields, or with nonprofit organizations, is a plus.
- Experience in program design and execution.

Working Conditions and Physical Requirements:

The job is usually performed indoors in a traditional office setting, however there will be some travel to meet with community partners. Activities include extended periods of sitting and extensive work at a computer monitor. The ability to communicate orally with clients, candidates, management, and coworkers, both individually and in front of a group is crucial. Regular use of the telephone and e-mail for communication is essential. No heavy lifting is expected.

Salary and Application Information

Salary range starting at \$50k DOQ. Excellent benefits include health, dental, PTO and 401(k) retirement plan.



Interested candidates should send a resume, references, salary history, and thoughtful cover letter describing your specific qualifications and interest in the position, with **Community Engagement Manager** in the subject line, to Careers@greenvillehousingfund.com.

Applications will be reviewed as they are received. **Submissions without cover letters will not be considered.** Applicants who best match the position needs will be contacted. Please, no telephone inquiries. For information about the Greenville Housing Fund, please visit www.greenvillehousingfund.com.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE, OTHER THAN AN "AT WILL" RELATIONSHIP.

Employee Name			
Employee Signature		Date	