



**Job Title:** Community Engagement Manager

## **Summary**

The Community Engagement Manager is the primary CRI representative through whom all corporate and private clients gain access to CRI and effectively acts as CRI's ambassador to groups participating in CRI's experiential learning events. The Community Engagement Manager is responsible for presenting CRI offerings, coaching and/or organizing coaching needs to meet strategic initiatives, communicating logistical information, directing clients towards CRI-approved vendors, ensuring the event day arrangements are implemented safely and smoothly. The Community Engagement Manager will work closely with the Director of Development to meet or exceed development revenue goals, while supporting key strategic initiatives for development cultivation and stewardship activities. The Community Engagement Manager embodies CRI's mission by providing safe, well-paced, and engaging programs for a strategic segment of our community.

## **Areas of Responsibility**

### *Corporate Rowing Event Management*

- Create and manage all marketing and sales campaigns for corporate events, including managing inbound, outbound, and indirect sales in collaboration with the Director of Development and fellow development team members.
- Engage all potential clients promptly, consistently, and professionally.
- Recruit and coordinate with coaches, coxswains, staff, and volunteers to deliver high energy, engaging and safe programs and events.
- Coordinate with CRI Scheduling and Equipment Coordinator to ensure equipment and spaces are available and appropriately allocated.
- Collaborate with the Director of Development and Corporate and Foundation Grants Manager to grow philanthropic partnerships with corporate partners.
- Maintain client relationships and communications in RaisersEdge.

### *Private Event Management*

- Create and manage all marketing and sales campaigns for private events including managing inbound, outbound, and indirect sales in collaboration with the Media and Communications Manager.
- Engage all potential clients promptly, consistently, and professionally.
- Present, negotiate, and execute contracts/agreements with applicable parties including maintaining clear communication regarding event logistics and constraints.
- Coordinate with external vendors on the client's behalf as applicable.
- Obtain all necessary permits/licenses/insurance with appropriate state and municipal authorities.



### *Development Events Management*

- Oversee logistics and event management of CRI fundraising events in support of the goals and priorities of the development group.
- Oversee logistics and event management of the CRI speaker series in collaboration with Development, contemplated to be 4 to 6 lecture events per the calendar year.

### *Internal Operations Management*

- Organize and direct coaches, coxswains, and volunteers so they are prepared to execute a high-quality experience for each client.
- Communicate and approve payroll for all staff for applicable events.
- Reconcile all event receipts and payments with the CRI controller.

Other duties as assigned.

### **Skills and Attributes**

- Outstanding strategic thinking and planning skills.
- Well-developed interpersonal skills that demonstrate leadership, enthusiasm, fluency with objectives, and organization.
- Drive, initiative, and resilience to meet financial and operational objectives, such as sales quota and client satisfaction.
- Ability to be highly organized while managing a number of administrative and client-specific tasks.
- Excellence in prompt, accurate and effective follow-up and follow-through
- Ability to work with internal and external audiences in a positive and collaborative manner.
- Highly developed in verbal and written communication.
- Demonstrable commitment to CRI's vision and values.

### **Physical Requirements**

- Ability to step on uneven surfaces to move safely between water vessels and docks.
- Ability to lift 30 lbs to support equipment moves.
- Able to stand for extended periods during events.
- Availability to work on weekends and for long hours in support of events that have significant on-site preparation and duration.

**Reports to:** Director of Development

To Apply:

Please email [careers@communityrowing.org](mailto:careers@communityrowing.org)

- Please include your resume and a short (under 250 word) interest statement.
- Please include links or attachments that may help support your resume.
- Our target hire date is June 3, 2022