

District Bridges Community Engagement Coordinator/Manager Job Description

Organization

District Bridges is a 501(c)(3) nonprofit organization in Washington, DC with a mission to enrich neighborhood vitality by bridging community engagement and economic development opportunities so individuals, businesses, and organizations can thrive together.

Project Summary

Primary Roles: Volunteer and Member Recruitment and Management, Program Development, Consulting/Fundraising Support

Exempt, full-time

The Community Engagement Coordinator/Manager (CEM) is a full-time position, responsible for supporting the programmatic activities of District Bridges, specifically neighborhood development and organizational capacity building through community engagement and fundraising.

The CEM, a member of the Strategic Initiatives Team, reports to the Operations Director (OD) and is responsible for coordinating a robust engagement plan. They work closely with program staff, as well as the OD and the Executive Director (ED), to implement community events in support of membership development, monitor external affairs and relationships, and manage volunteers.

The CEM helps steward District Bridges' external relationships, working towards approved goals and objectives, and operating at all times in a transparent, inclusive, ethical, and sustainable manner.

Responsibilities

Programming and Strategic Initiatives

- Support the development, planning, implementation, and evaluation of Bridge Program activities including community events, direct technical assistance, regular meetings of the Neighborhood Strategy Councils, etc.
- Build and maintain strong relationships with a diverse network of stakeholders including business owners, nonprofit leaders, government leaders, faith leaders, schools, and residents to support District Bridges' mission;
- Work with the OD and program staff to ensure programmatic outcomes and statistics are gathered and properly collected, stored, and analyzed in the Salesforce platform for all staff and consultants interacting with Main Street businesses and partners; and
- Work with the OD to report on grant activities as required; and
- Work with the ED and OD to steward clients and ensure timely fulfillment of deliverables;

Fundraising and Membership

- In partnership with the OD and ED, develop and manage District Bridges' membership program including two annual growth campaigns and benefit fulfillment;
- With the ED, explore opportunities to solicit private and public-sector support, in the form of grants, gifts, donations, and contracts;
- Build relationships with donors and donor groups who work in areas related to District Bridges's mission and initiatives;
- Prepare membership marketing materials;
- Develop and implement strategies to recruit new members and maintain current members;
- Coordinate with the OD and accounting firm to track membership revenue; and
- Maintain donor database in Salesforce.

Volunteers

- In partnership with OD and program staff, develop and maintain a diverse and inclusive volunteer corps, collecting information on qualifications and skills and arranging for training when needed;
- Work with the OD and program staff to assign responsibilities and communicate as appropriate, ensuring volunteers are satisfied by creating a collaborative and fun working environment;
- Work with the ED to track information and engagement regarding the Board of Directors;
- Work with the Main Street program managers and directors to track information and engagement regarding the Neighborhood Strategy Councils;
- Track and maintain volunteers' information and work hours in Salesforce; and
- Build relationships with volunteers and networks who work in areas related to District Bridges's mission and initiative.

Communications

- In conjunction with the OD and program staff, develop content for and help implement an external communications plan that engages our communities in our work to include but not limited to:
 - Creating content for regular community and business newsletters;
 - Monitoring activity on social media;
 - Timely updates to District Bridges' website; and
 - Regular outreach to local and regional audiences through other organizations and publications;
- Seek opportunities for District Bridges to be a partner or sponsor of other organizations' events, particularly those which serve segments of the local business community.

Skills, Knowledge, and Experience

- High School Diploma or GED required
- Bachelor's degree preferred
- 1-2 years (Coordinator) or 2-4 years (Manager) experience in program management, volunteer management, relationship development, and non-profit marketing preferred
- Technically proficient, with experience in project management and CRM systems required. Demonstrated experience with Salesforce preferred
- Ability to communicate easily, respectfully, and professionally with stakeholders of all ages, ethnicities, and socio-economic backgrounds is required
- A collaborative and cooperative mindset is required

Physical Requirements

This role consistently operates a computer and other office productivity machinery.

Compensation

Salary is commensurate with experience. In addition, District Bridges offers a competitive benefits package including:

- 100% employer paid healthcare at the Silver level through DC Health Link;
- Commuter pre-tax benefit;
- Eligibility to participate in 401K; and
- Unlimited PTO.