

**District Bridges**  
**Events & Engagement Manager - Ward 1**  
**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: Event Planning & Execution, Partner/Volunteer Engagement, Internal collaboration and Integration of Public Events, Fundraising

Exempt, full-time

The Events & Engagement Manager - (EEM) is a full-time position, responsible for developing the events and engagement opportunities across the ward-based neighborhood programs in collaboration with the ward-based team.

The EEM reports directly to the Ward-based Community Navigator (CN) and supports the successful implementation of the public facing events for the Neighborhood programs. They works in concert with the Ward 1 Main Street Managers (MSM) and Placekeeper staff (PKCs), as well as the Operations Director (OD) and the Director of Development (DoD), to plan and implement community events throughout the Ward to engage and connect the community to the organization's work.

The EEM is integral to building capacity within the neighborhood programs and creating opportunities for the volunteer Placekeepers program to plug in holistically to our programming, following the approved workplans to achieve the outlined objectives and operating at all times in a transparent, inclusive, ethical, integrated, and sustainable manner.

**Responsibilities**

*Programming*

- With the CN, MSMs, and PKCs plan, implement, and evaluate events and activities across the Ward that engage key stakeholder groups including:
  - Requesting and confirming permits for activities,
  - Contracting with partners and vendors to provide entertainment, security support, and activities,
  - Sending information to the marketing team for promotion,
  - Identifying volunteers needs to support activities, and
  - Providing on-site support for activities;

- Build and maintain strong relationships with a diverse network of stakeholders including business owners, nonprofit leaders, faith leaders, schools, and residents to support the neighborhood programs; and
- Work with the CN and OD to report on grant activities as required.

### *Fundraising*

- Work with the DOD to cultivate a diverse donor/sponsor list to support Ward-based events;
- Seek 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 Ward-based initiatives;
- Maintain donor lists in Salesforce.

### *Volunteers*

- In partnership with OD, CN, PKCs and MSMs, develop and maintain a diverse and inclusive volunteer corps to serve the neighborhood programs through our community based events;
- Coordinate with the PKCs to create meaningful ways for volunteers to contribute to our public events;
- Track and maintain volunteers' information and work hours in Salesforce as needed for grant reporting; and
- Build relationships with volunteers and networks who work in areas related to District Bridges's mission and initiatives.

### *Communications*

- In conjunction with the OD, CN, and MSM develop content for and help implement an external communications plan 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.

### **Skills, Knowledge, and Experience**

- High School Diploma or GED required
- Bachelor's degree preferred
- 3-5 years experience in event management, volunteer management, and/or community engagement
- Ability to communicate easily, respectfully, and professionally with stakeholders of all ages, ethnicities, and socio-economic backgrounds.
- Technically proficient, with experience in project and event management and CRM systems preferred

- A collaborative and cooperative mindset is required

### **Physical Requirements**

This role consistently operates a computer and other office productivity machinery. This role will traverse neighborhood sidewalks and need to lift/move up to 40 lbs.

### **Compensation**

Salary ranges are available on the District Bridges website. In addition, District Bridges offers a competitive benefits package including:

- 100% medical insurance coverage at the Silver Level and access to dental insurance at a group rate
- Unlimited PTO
- Paid Federal and Local Holidays (16)
- Access to an organization sponsored 401K plan
- Access to commuter benefits
- Professional development opportunities
- Family leave