Position: Community Engagement Manager
Status: Full-Time, Non-Exempt, 40 hours per week
Salary: $38,000-$43,000, commensurate with experience. Includes a comprehensive employee benefit package.
Reports to: Chief Philanthropy Officer

About YWCA Central Carolinas:
YWCA Central Carolinas is a nonprofit on a mission to eliminate racism, empower women and promote peace, justice, freedom and dignity for all. We achieve this through a variety of programs, including transitional housing for women and families facing homelessness, youth literacy programs for children from low-income households, racial justice and advocacy initiatives that educate and mobilize our community, and a co-ed fitness center that empowers our neighbors and serves as a portal into our mission.

Position Summary:
As part of YWCA’s philanthropy team, the community engagement manager leads YWCA’s racial justice and advocacy initiatives, manages the volunteer program and in-kind donations, fosters community engagement, and supports fundraising and philanthropy team initiatives. The community engagement manager reports to the chief philanthropy officer, working closely with the philanthropy team to achieve our goal of connecting the broader community with YWCA’s mission and programs. This role will collaborate across departments.

Duties and Responsibilities:
Effectively Leads YWCA’s Racial Justice & Advocacy Initiatives
- Identifies and defines priority issues related to YWCA’s mission and advocacy agenda to lift up through our programming and communications using research and data to back conclusions.
- Skillfully plans and executes racial justice forums, Stand Against Racism events and other community events.
- With communications and marketing manager, ensures that racial justice event topics and messaging are reinforced throughout the organization’s communications.
- Leads YWCA’s advocacy work by identifying and promoting advocacy priorities to our internal audience (staff and program participants) and external stakeholders. Promotes voter engagement during election seasons.
- Oversees the racial justice budget and acts in a fiscally responsible manner.

Fosters Community Engagement
- Successfully forges and strengthens partnerships with agencies, coalitions, and grassroots efforts that share our commitment to eliminating racism and empowering women.
- Skillfully serves as the advocacy point person, representing YWCA at functions including community, professional, and government meetings, on committees and at events. Represents YWCA in OneMeck, HSN (Homeless Services Network) Advocacy Committee and Stan Greenspon Center for Peace and Social Justice at Queens University of Charlotte.
- Raises the visibility of YWCA and advances racial and social equity by conducting agency tours, making presentations, and speaking to the media promoting YWCA as appropriate.

Manages the Volunteer Program & In-Kind Donations for YWCA
- Manages YWCA’s volunteer program, including onboarding, documentation and placement. Works with program staff to match program needs with interested volunteers.
- Manages in-kind donation program in coordination with program staff.
• Serves as relationship manager for institutional partners (corporate, congregations, etc.) with volunteer and in-kind relationships.
• Provides support to top organizational volunteers – our Board of Directors – by taking board meeting minutes and compiling annual new board member orientation binders, etc.

Supports Fundraising and Philanthropy Team Initiatives
• Supports the planning and implementation of special events, including stewardship and fundraising events.
• Assists in donor stewardship, including individual donors, corporate sponsors and funders of racial justice work.

Knowledge, Skills and Abilities:
• Bachelor’s degree with 3-5 years relevant experience in community-based and/or nonprofit work.
• Demonstrated commitment to racial and gender equity and to the elimination of racism. Demonstrated knowledge of individual, institutional and structural racism.
• Experienced user of Microsoft Word, Excel and PowerPoint.
• Strong, professional communication skills with the ability to express ideas effectively verbally and in writing.
• Collaborative approach to work while able to take ownership of tasks.
• Ability to manage multiple tasks simultaneously while being adaptable to changing work environments, work priorities and organizational needs.
• Highly motivated, self-directed, productive and proactive.
• Well-organized with exceptional attention to detail.
• Ability to interact with community members, program participants, staff and donors at all levels with a high level of professionalism, displaying the qualities of the mission and vision of YWCA.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform their job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit and use hands. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distant vision.

Benefits:
Health
• Medical
• Dental
• Vision
• Health and Dependent Care Flexible Spending Accounts

Financial
• Disability Income Benefits (Short Term and Long Term)
• Life Insurance for Employees and Dependents
• YWCA Retirement Plan
• 403(b) Plan

Work/Life Balance
• Paid Time Off and Holidays

To Apply: Submit cover letter, resume and YWCA Employment Application Form (available at ywcacentralcarolinas.org/work-with-us/) to hr@ywcacentralcarolinas.org with subject line: Community Engagement Manager.