

Vision Action Network Position Announcement

Title:	Director of Community Engagement	Job type: Full-time, exempt
Starting date:	On or before August 1, 2018	Office location: Beaverton, OR
Closing date:	Open until filled	
Annual Salary:	\$55,000 - \$60,000	
Benefits:	Generous package includes 10 holidays, 20 days paid time off, 100% employer-paid medical/dental insurance premiums, and 5% retirement contribution	

Organization: Vision Action Network is a unique nonprofit organization that engages stakeholders across sectors – government, nonprofit, education, faith, and business – to collaboratively address critical issues in Washington County. As an organization, VAN is committed to the values of diversity, equity, and inclusion (DEI), both internally, and in its mission-driven work. We value civility, respect, kindness, and empathy as cornerstones of strong relationships; creativity to aim high and envision the possible; showing up and delivering on our commitments; and maintaining a sense of humor!

Position Summary: VAN seeks to fill a newly created position of Director of Community Engagement who will work closely with and report to the Executive Director (ED) to advance VAN’s mission. Responsibilities combine outward facing and internal activities that balance a high degree of creativity with the interdependence of a small team. The duties and responsibilities include:

Communications: Advance VAN’s mission by leveraging strategic communications.

- Engage and inspire community stakeholders, partners, funders, and the media through effective communications using print, online media, and social networks
- Enhance the depth and breadth of VAN’s communications, and expand its reach to underserved populations, e.g. communities of color, rural communities, and non-mainstream groups, as well as sectors that are under-represented in VAN’s initiatives
- Create consistent messaging that strengthens VAN’s brand identity

Event Management & Facilitation: Cultivate strong relationships with diverse stakeholders across sectors in the community through mission-focused events and gatherings.

- Plan and execute various events from 10-200 people with direction and support from ED
- Plan and facilitate stakeholder gatherings, e.g. listening sessions, focus groups, various convenings, ad hoc meetings, etc.

Organizational Support: Assist ED with strategies and tactics that strengthen VAN.

- Support fundraising activities including identification of revenue sources, sponsor recruitment, grant proposals, etc.
- Engage in strategic planning and work plan development
- Partner with ED and Board of Directors to identify and incorporate principles and practices of DEI in all aspects of VAN’s work

Other Duties: Perform additional functions as needed to fulfill the role.



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Qualifications and Attributes: The following is considered essential to fulfill the role.

- A 2-year post-secondary degree in a discipline relevant to the position's duties and responsibilities
- At least 5 years of relevant work experience, preferably in the nonprofit sector
- Demonstrated ability to manage external communications for a small nonprofit organization
- Experience with event planning, delivery, and group facilitation
- Ability to cultivate strong relationships with people of diverse cultures, experience, and opinions
- Commitment to and demonstrated fluency in DEI
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and/or Google Apps
- Proficiency with social media platforms, such as Facebook and FB Ads, Twitter, and Instagram
- Proficiency with CRM applications, such as Constant Contact, and web apps, e.g. WordPress

Desired Attributes: The strongest candidates will demonstrate one or more of the following.

- Familiarity with Washington County culture and community
- Lived experience in a bicultural environment
- Proficiency in Spanish and/or other foreign language(s) common among minority populations in Washington County
- Experience developing and implementing earned media campaigns
- Experience with fundraising
- Graphic design knowledge and skills

Physical Environment/Employment Requirements

- Typical office environment in an ADA-compliant building
- Sitting for long periods of time
- Frequent use of technology including computers, phones, printers, copiers, etc.
- Intermittent travel required for meetings/events within county and metro area
- Occasional evening and weekend activities (average is expected to be less than once per month)
- Ability to lift and transport work products, supplies, signage, event collateral, etc. up to 20 pounds
- Valid driver's license, auto insurance, and access to automobile (mileage reimbursed)

Vision Action Network is an equal opportunity employer. We do not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.

To Apply: E-mail cover letter or video that shares your story, along with a resume to:

Glenn Montgomery, Executive Director – glenn@visionactionnetwork.org

