Hiring Date:  August 15, 2014 (or until ideal candidate is identified)
Reports To:  Chief Executive Officer (CEO)
Status:  Full-Time, Exempt

Organizational Overview:
Charleston Promise Neighborhood (CPN) is a progressive nonprofit organization inspired by the Harlem Children’s Zone to create a seamless continuum of wrap-around prenatal-to-college services. Through collaborative, multiyear funding support from the cities of Charleston, North Charleston, Charleston County, the Charleston County School District (CCSD), and philanthropic investors, we have formed a unique comprehensive public/private partnership focused on improving parent engagement, education, employment, housing, healthcare and community engagement in the 5.6 square mile area of Charleston County, South Carolina that straddles portions of the cities of Charleston and North Charleston. Please find additional information at www.charlestonpromise.org.

Position Overview:
The Community Engagement Program Manager (CEPM) is a high-energy multi-tasker with dynamic leadership ability who builds coalitions and partnerships.

The CEPM works to build social capital by fostering person-to-person and people-to-place relationships, develop the skill and will of resident leaders to take on leadership roles within CPN schools and in their community, and encourage civic engagement in order to build neighborhoods where neighbors want to invest their time and resources to transform their communities. This position has responsibility for outreach functions including volunteer engagement, faith community partnerships, communications and outreach, and community mobilization that lead to stronger engagement and partnerships within the Charleston Promise Neighborhood (CPN). The position will be responsible for developing the plan to accomplish broader community awareness and engagement, as well as execution on those strategies. The position requires previous leadership in community engagement, marketing and communications, strong public speaking and writing skills, events management, and the ability to recruit, manage, and cultivate volunteer leadership.

The CEPM will be a flexible self-starter, working with a network of engaged and empowered residents in the CPN Neighborhood. S/he will make connections between residents to broaden and deepen the community network, support local advocacy, and develop leaders who carry out the work of neighborhood revitalization. The CEPM will also staff the Community Engagement Council, through ongoing outreach and administrative support.

The CEPM must be an energetic individual with initiative, imagination, strong organizational, strategic and interpersonal skills, and have experience and demonstrated success in working with community residents or related audiences. This position's success should ultimately result in residents with a deeper engagement and commitment to their community and CPN’s mission.

Position Responsibilities include:
- Managing the creation and execution of an overall plan for community outreach and engagement, including raising awareness about the organization, and the development of engagement and partnership pathways for individuals and organizations that align with our mission and vision
- Regularly analyzing the local landscape to identify opportunities to grow CPN- and resident-impact within and outside of CPN schools
- Identifying and producing skills-building trainings for community residents
• Representing CPN in community initiatives and at events that support our brand goals/strategies
• Identify and cultivate strategic partnerships to ensure key successes in CPN’s community engagement efforts
• Managing the resident-led Community Engagement Council, including meeting coordination, member recruitment and satisfaction, activities/initiatives, and impact
• Implementing strategies for supporting school transformation for community residents and parents, in partnership with the parent engagement team, by being visible and actively engaged in school-based functions
• Fostering positive and collaborative relationships with community residents, local nonprofit organizations, businesses, and student organizations
• Coordinating and executing key community engagement events, i.e. Day of Caring, family engagement activities, service days, and community volunteer recognition events
• Monitoring the success of community engagement strategies and budget, and making course corrections
• Assisting in grantwriting and reporting
• Designing and implementing evaluation tools to gauge and ensure impact
• Networking and collaborating with local organizations and community leaders.

Qualifications:
• A Bachelor’s degree in a related field, preferred
• Prior community organizing, campaign organizing, and/or other forms of constituent building experience (small- and/or large-scale) preferred
• Ability to work a flexible schedule, to include evenings and weekends, in order to meet the needs of community residents and be present at community functions
• Excellent communication and organization skills
• Knowledge of community development issues, and experience working in diverse communities including multiple generations (seniors, youth, working adults), as well as across ethnic and racial communities
• Strong command of MS Office tools including Power Point, Excel and Word
• High energy, initiative, and creativity are desired
• Valid driver's license and reliable transportation and automotive liability insurance

How to Apply:
Please email a compelling cover letter, résumé, writing sample, salary requirements, and 3 professional references in one attachment with Community Engagement Program Manager in the subject line to: cepmsearch@charlestonpromise.org

No phone calls please.

Due to the high volume of applications, only those selected for further discussion will be contacted.

CPN participates in e-Verify, as required by state law. Background check required.