

**Title:** Community Outreach Manager

**Classification:** Full-time/Exempt

**Salary:** \$36,000-\$42,000

**Schedule:** Flexible hours; some nights and weekends required.

The Lowry Hill East Neighborhood Association (LHENA) seeks a Community Outreach Manager who is organized, creative, self-directed, approachable, and responsible for managing an array of outreach and communications programs in a dynamic Minneapolis neighborhood.

### **Organization Overview**

[LHENA](#) is a 501(c)(3) non-profit organization that has represented the values and interests of the residents, property owners, and business owners of the Lowry Hill East neighborhood for over 40 years. The LHENA mission is to exhibit and encourage leadership and participation from all community members, provide a forum for community participation, and promote a vision of the neighborhood. The organization is primarily driven by its volunteers, or “members,” many of whom serve on LHENA’s strong, active committees.

Lowry Hill East is located near the Uptown area of Minneapolis and is affectionately known as “The Wedge” due to its geographically-defined triangular shape.

### **Position Overview**

The Community Outreach Manager supports the organization by managing its outreach and communication strategies and programs. The position reports directly to the Executive Director.

### **Roles & Responsibilities**

- Manage the continued development and implementation of the LHENA outreach plan
- Recruit and build a base of LHENA members and leaders
- Build out, manage, and maintain member/volunteer database
- Provide ongoing support to LHENA volunteers and committee chairs
- Collaborate with LHENA leadership to integrate outreach best practices into committee events and projects
- Oversee external LHENA communications (weekly e-newsletter, quarterly mailed newsletter, email updates, social media, etc.)
- Represent LHENA in a variety of public settings
- Evaluate and report needs of general public and community groups
- Drive outreach and recruitment for LHENA annual meeting
- Develop education and information materials, public interest stories, presentations, and displays
- Establish new/enhance existing relationships with key local partners in addition to city, regional, and state entities to strategically increase LHENA’s visibility, outreach, and distribution
- Assist with neighborhood program, meeting and event promotion/coordination
- Door-to-door canvassing

- Assist with fundraising and campaign development
- Document and report on work-related tasks
- Other duties as defined by the Executive Director.

### **Required Qualifications**

- A bachelor's degree or higher
- 2-5 years experience working in community building, education, social services, public/civic affairs, or similar field
- Exceptional oral, written, and interpersonal communication skills and ability to masterfully communicate with a diverse range of people
- Ability to work both independently and on a team
- Capable of working creatively on various concurrent tasks while prioritizing workload
- Technically savvy. Must have functional knowledge of Google Apps, publishing/design programs, and volunteer database software
- Fluency in the English language
- Highly skilled in building relationships and diversifying communication approach
- Capable of lifting up to 40 lbs. to assist with physical set-up and preparation of events
- Have reliable transportation to attend and transport materials to community meetings, events, and field offices.

### **Preferred Qualifications**

- Skilled in graphic design
- Experience with facilitating meetings and public forums
- Volunteer management experience
- Familiarity with the Lowry Hill East (aka "The Wedge") neighborhood.

**To Apply:** Submit a cover letter and resume to [paul@thewedge.org](mailto:paul@thewedge.org) by August 1st, 2018. Please include "Community Outreach Manager" in the subject line.

LHENA is an equal opportunity employer.