



Opening Date: 10/2/2017
Closing Date: Open Until Filled

Vacancy Announcement #52-17
COMMUNITY OUTREACH AND ENGAGEMENT MANAGER

SALARY: NEGOTIABLE

DC Residents Preferred

SUMMARY DESCRIPTION

The Community Outreach and Engagement Manager is the primary coordinator to help Events DC expand and deepen its relationships with local organizations, associations and residents, to expand and enhance our connections to our community, while also developing and administering a variety of programs, activities and special events that foster positive community relations and public perceptions of Events DC. The incumbent will demonstrate a sense of responsibility and urgency as well as superior interpersonal skills and excellent follow-through. Incumbent must have the ability to meet deadlines, be adept at managing a multitude of details, and effortlessly handle shifting priorities. Incumbent must be a dynamic self-starter who will help lead Events DC to the next stage in its development of increased audiences, outreach and community engagement. This position supports Events DC's growth and economic development efforts, and its mission to serve and enhance our connections to our community, while also generating economic and community benefits for the city. This position reports to the Vice President, Communications and Marketing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

EXAMPLES OF WORK ASSIGNED

- Creating and implementing an outreach strategy to inform, educate and activate "grassroots" community leaders (i.e., business leaders, elected officials, faith leaders, etc.) about Events DC and its programming.
- Managing strategic partnerships with "grassroots" leaders, non-profit organizations, , and donors at the local level.
- Organizing and coordinating the execution and convening of meetings, including setting up databases and processes to effectively manage and track milestones.
- Collaboration with appropriate Events DC staff to ensure that events and communications align with the corporate strategy, mission, vision and values.
- Monitor and report changes in the local landscape and understand the implications Events DC's business strategy.
- Document and report program results in order to evaluate the impact and effectiveness of the Event DC's community relations strategy on the local community.
- Develops and implements special community-related programs that reinforce Events DC's community relations philosophy.
- Develops and coordinates an internal network of Events DC staff and service partners to address specific community issues.
- Serves as primary contact for Events DC staff on community issues.
- Develops annual activity plans; set priorities; formulates budget requests and monitors expenditures.
- Performs a variety of related tasks and duties as assigned.



SKILLS, KNOWLEDGE AND ABILITIES

- Excellent interpersonal, public relations, oral presentation, and organizational skills.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Demonstrated understanding of public relations and media relations practices.
- Extensive knowledge of local, governmental, community, civic, religious, ethnic, senior citizen, special interest groups and organizations.
- Knowledge and experience in identifying, developing and directing collaborative activities and partnerships.
- Understanding of and ability to work with multiple constituencies.
- Demonstrated ability to manage and lead complex projects and meet timelines and deliverables.
- Self-directed and able to work under minimal supervision.
- Ability to exercise sound, independent judgment.
- Excellent problem solving and customer relations skills.
- Proficiency with Microsoft Office Suite.
- Ability to maintain a positive and professional image.
- Ability to work flexible schedule, including days, evenings, nights, weekends and holidays.

ADA ESSENTIAL FUNCTIONS

- Ability to read instructions, directions, letters, memos and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information with staff and clients.

CORE COMPETENCIES (FUNCTIONAL MANAGER)

- Financial Awareness
- Strategic Thinking
- Project Management
- Operational Effectiveness
- Job Knowledge and Technical Expertise

MINIMUM QUALIFICATIONS

- Bachelor's degree in public relations, communications, marketing, journalism or closely related field;
- Four (4) years of progressively responsible experience in community and public relations; or
- Any equivalent combination or related experience, training or education.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Human Resources' lobby for on-line application purposes

Mondays-Fridays, 8:30am to 5:30pm.

Washington Convention & Sports Authority

Human Resources Department

801 Mount Vernon Place, NW

Washington, DC 20001

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.