



## COMMUNITY ENGAGEMENT MANAGER

**About Miracles for Kids:** ([www.miraclesforkids.org](http://www.miraclesforkids.org)) Miracles for Kids is one of the only organizations on the West Coast providing monthly financial assistance, subsidized housing, wellness and basic needs programs to families with children battling a life-threatening illness or condition.

Miracles for Kids helps critically ill children and their families stay strong and together, by keeping the lights on and a roof over their heads. Based in Southern California, the organization was founded in 2002 and continues to expand its reach by serving children receiving treatment at leading hospitals throughout California. In addition to paying monthly bills to cover basic expenses throughout the year and housing families at its local housing complex Miracle Manor - the organization also delivers food and basic needs throughout the year, provides pro-bono counseling, and a variety of other supports to ensure that families have their basic needs met during the most emotionally excruciating time in their lives.

### Job Summary:

The Community Engagement Manager position is a new role within the organization, focused on leading engagement with individuals and community groups in support of the organization's mission. The position is situated within a dynamic and growing Development and Marketing Department and works actively with colleagues in the Programs and Operations Departments to execute the mission of the organization. The position reports to the Co-Founder & CEO.

The successful candidate will be both poised and well-spoken, with an outgoing personality and a passion for helping families and children in great crisis. They will be very comfortable meeting with and speaking to individuals and groups, advocating on behalf of those in need, and working to secure support across all levels for the mission. On a daily basis, s/he would be responsible for designing, implementing and evaluating new engagement platforms and operating them throughout the year, including those related to affinity groups, giving circles, corporate initiatives and partnerships, and more. S/he would possess a high level of professionalism, efficiency, organization and skill at project and program management, as well as experience interfacing with individuals across all levels: c-suite executives, volunteers and community leaders. An ability to work in collaborative environments, as well as independently, is a must for this position.

### Preferred Qualifications:

- Able to work in fast-paced environment and juggle multiple priorities with ease.
- Solid relationship skills enhancing internal organizational relations and external community interactions
- Project management skills: ability to multi-task, problem solve, prioritize, delegate, and create systems and processes
- Expertise in Microsoft Office and database management; willingness to learn new applications
- Bachelor's degree in human services, social impact design, development, marketing, public administration/policy or related field required.
- 3+ years' experience in volunteer management, corporate or non-profit community relations, project management, community organization or other related areas required.

### Work Environment & Schedule:

- Friendly, mission-focused staff, volunteers and Board of Directors
- Business hours: 8:30 – 4:30 M-Th; 8:30 – 1:30 PM Fridays
- Position includes occasional weekends, nights to support events and programs

**We Have:**

- A mission that you can believe in with all your heart
- A profound desire to help more families who need help fighting for their children's lives
- Experienced leaders who are ready to take the organization's vision to the next level

**Interested? Apply Today!**

- Email your cover letter and resume to: [info@miraclesforkids.org](mailto:info@miraclesforkids.org)
- In your cover letter please explain why this position appeals to you and indicate your salary expectations

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Employment with Miracles for Kids will be "at will," meaning that either the employee or Miracles for Kids may end employment at any time and for any reason, with or without cause.*