



## Civic Engagement Manager

<b>Classification:</b>	<i>Full-Time, Exempt</i>
<b>Job Title:</b>	<i>Civic Engagement Manager</i>
<b>Reports to:</b>	<i>Director of Custom Civic Engagement</i>
<b>Staff Supervised:</b>	<i>None</i>
<b>Job Purpose:</b>	<i>Manage projects and processes within civic engagement initiative.</i>
<b>Travel Requirement:</b>	<i>Periodic travel may be required for training or business purposes.</i>

### **Who we are looking for:**

This opportunity is for a detail-oriented, self-starter who has great customer service, communication and project management skills. In addition to being organized, flexible and a team-player this individual should:

- Be confident in their abilities but always looking to learn more.
- Thrive in a highly collaborative, team-based environment.
- Have a flexible mindset, with the ability to change course and adapt to changing environments and work processes.
- Have a passion for creating healthier Kansas communities and/or a desire to embody the ideas taught by the Kansas Leadership Center.

### **Job Responsibilities:**

- Serve on planning teams, working closely with Civic Engagement team and other key staff to plan, design and implement projects and initiatives under the civic engagement body of work.
- Manage the processes for civic engagement projects and activities, including serving as the main point of contact for partners and contractors.
- Coordinate team meetings and ensure follow through of commitments.
- Utilize project management system to track project timelines and progress of work.
- Track and report on key performance indicators to internal and external stakeholders.
- Manage production of Civic Engagement related events.
- Recruit and support community partners to convene meetings around community action projects.
- Follow up with facilitators and community partners to ensure all project objectives are achieved.
- Collaborate with communications and recruitment teams to develop and execute marketing and recruitment plans for civic engagement initiatives.
- Assist with execution and delivery of evaluation process for all projects.
- Assist with development of reports and tracking of expenses for custom projects and partner support.
- Other duties as assigned.



***Qualifications/Professional Skills Required:***

- Degree and/or work experience commensurate to assisting directors.
- A minimum of two years of experience in a professional working environment planning and managing projects or events or related training and experience is preferred.
- Ability to receive feedback and have a growth mindset.
- Excellent communication skills sufficient to express ideas and agreements concisely and persuasively, both orally and in writing, to a variety of constituencies.
- Demonstrated time management and organizational skills.
- Deadline oriented with significant attention to detail and process.
- Ability to demonstrate a high degree of initiative and willingness to accept responsibility.
- Ability to get along with a diverse group of participants and constituents.
- Ability to manage multiple projects and tasks simultaneously.
- Ability to work under pressure to meet deadlines.
- Ability to demonstrate a customer service attitude.
- Flexibility with work schedule.
- Highly proficient in Microsoft Office applications, database management and internet applications.

***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer.

***Compensation and Benefits:***

- Competitive salary and benefits package. Salary determined by candidate's level of experience in the field.
- Insurance and benefits in addition to salary:
  - Retirement plan
  - Health, dental and vision insurance
  - Disability insurance
  - Life insurance
  - Flexible spending account
  - Paid time off

***Interested applicants should submit a cover letter, resume and at least two professional references to Wendy Pollman, HR Representative, at [hr@kansasleadershipcenter.org](mailto:hr@kansasleadershipcenter.org).***

***Kansas Leadership Center is proud to be an equal opportunity employer.***

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