

The San Diego River Park Foundation

Position Title: Manager, Public Engagement

Reports to: CEO

Classification: Full-time, Non-Exempt

Pay: \$25 per hour plus paid leave, health care, 401k w/ Employer Match

The San Diego River Park Foundation is looking for a new team member who will inspire others with their love of the outdoors and their strategic abilities to expand the visibility of the organization and plan a variety of events.

We are looking for someone who enjoys putting on events, including large fundraisers, community events, and small gatherings by recruiting, inspiring, and supporting volunteers. We are also looking for someone who thrives on talking with reporters and being on camera to carry the message of the mission of our organization. The ideal candidate has experience both nonprofit communications and event planning.

If you believe opening the outdoors and caring for nature is important, we look forward to hearing from you.

Activities and Responsibilities

50% Events

- Manage our annual 300+ person Anniversary Celebration in September
- Manage our annual River Days Event in May
- Take a key role on the Philanthropy Team to develop a new annual fundraising event as well as smaller gatherings with current and prospective donors
- Create and support committees of volunteers assisting with event planning and management
- Organize affinity group events
- Help design and manage donor events during the year

30% Communications

- Develop and Manage an annual communications plan in partnership with the Social Media Content Manager
- Be the primary point of contact for media and work to advance relationships as part of the communications strategy
- Create at least 8 media releases/announcements annually
- Be a point person for on-camera and voice interviews
- Manage the organization's website and lead a future project to migrate the current website to a mobile-friendly version
- Manage production of print media

10%Management

- Lead and support the organization's Events Associate
- Be responsible for developing and maintaining an impactful events intern and volunteer program

- Be part of the Philanthropy and Communications Team to originate story ideas, event strategy, and brand awareness
- Manage budgets for events and marketing

10% Philanthropy

- Work with the Philanthropy team to develop case studies and messaging.
- Work with the Administrative Team on regular communications for Annual Fund donors, Monthly donors, and others
- Strategize on and help implement regular and special fundraising appeals

What we are looking for in an applicant:

- At least two years of relevant experience working with a nonprofit. This can be partially offset with fundraising education, volunteer activities, or other related experiences
- You enjoy being interviewed on camera and can learn quickly a variety of program details
- You understand that as a small nonprofit the ability to be resourceful and work as part of a team is required
- You can generate compelling, strategic, and interesting media stories
- You are available and willing to work some evenings and weekends
- You have fun, are creative, love engaging volunteers to put on events, and have experience doing so
- You have a working knowledge of marketing techniques for nonprofits
- Someone who can generate or oversee the creation of printed materials

PHYSICAL REQUIREMENTS: Must be able to lift up to 15 lbs., make presentations, travel to meetings and events, do computer entry, and love working in an open office environment which can be noisy at times.

WORKING CONDITIONS: The San Diego River Park Foundation maintains an office in western Mission Valley approximately .7 miles from the Old Town Transit Center. Some remote work is supported. Weekly in-person meetings are required as well as the ability to visit program sites, meet with the media, and attend other meetings in San Diego. The workplace has a lot of flexibility and the focus is outcomes-based. Free parking at the office is available.

Office location: 4891 Pacific Highway, Suite 114; San Diego, CA 92110

The San Diego River Park Foundation is an Equal Opportunity Employer.

This job description is intended as a guide and is not inclusive of every potential duty. This position reports to the President and CEO. In the future, as the organization grows its budget, we anticipate this position will report to a Director of Philanthropy or a similar position. It is possible over time this position could grow into that role.

We realize the ideal candidate may not fit the above description perfectly. If you believe you are qualified for the position, love our mission, and think you would excel in this role, we welcome your application. Some nonprofit experience is required.

To APPLY: Please send an introductory email explaining your interest along with your resume to employment@sandiegoriver.org.

If you are selected, we will conduct an initial phone meeting to get to know you and answer questions. Selected candidates will be required to participate in at least one in-person interview at our office. A background check will be required prior to the commencement of employment. Preference will be given to someone that has existing media relationships in San Diego.

Inquiries are welcome. Please contact Rob Hutsel, CEO, at rob@sandiegoriver.org.

The San Diego River Park Foundation offers a competitive compensation package including payment of 100% of the monthly premiums for medical and dental insurance, annual accrual of 80 hours of paid time off in addition to 40 hours of sick leave and 10 paid holidays, 401k plan is available with 4% employer match.

If this sounds good to you, we look forward to hearing from you!