

## Job Description

# MANAGER OF ENGAGEMENT

### SUMMARY

We are looking for a self-starter, connector, communicator extraordinaire, with an entrepreneurial spirit to help us increase our impact. The Manager of Engagement is responsible for the development, management, coordination and implementation of all OCCJ regional initiatives in the central part of the state. This individual oversees regional office functions and maintains direct communication with OCCJ staff, located in Tulsa, in relation to fundraising and strategic program priorities. Reports directly to President & CEO, located in Tulsa. This position is based in Oklahoma City.

### KEY RESPONSIBILITIES

#### Fundraising

- Research, develop, and engage key stakeholders in the central region to identify and secure potential investors and sponsors of OCCJ programs and work to meet annual fundraising goals
- Manage sponsor and investor relations and development for key programming and events throughout the year (i.e. : Annual Awards event, Anytown Leadership Institute, Inclusive Leadership Institute, etc.)
- Assist with identifying grant opportunities and provide support in grant writing
- Assist with the maintenance and tracking of constituent data, grants, in-kind gifts, and donations in database including invoicing and payment records

#### Programming

- Assist in implementing strategic program related initiatives
- Assist in recruiting youth and adult volunteers for Anytown Leadership Institute and other programs
- Assist in successful annual award dinners and Galas
- Teach and facilitate OCCJ programming

#### Internal and External Relationship Building

- Identify potential partners to leverage and collaborate with to build brand awareness and grow OCCJ's value in the region
- Represent OCCJ at strategic community events, committees and task forces that align with and promote our mission and vision
- Build value and awareness in region for OCCJ to be the "go to" organization for assisting with difficult issues or challenges with racism, bigotry and social justice
- Identify members for Regional Advisory Committee to assist with organizing and coordinating strategic goals for OCCJ's mission and vision in Central Oklahoma

#### Additional Responsibilities

- Recruit high school students and adult volunteers for OCCJ programs
- Recruit participants for the Inclusive Leadership Institute
- Assist with planning, implementation and execution of strategic plan for central region of the state
- Other duties as assigned by President & CEO

#### SKILLS/ABILITIES/EXPERIENCE/REQUIREMENTS

- Bachelor's degree required
- Minimum of 5 years of experience in fundraising and community relations
- Strong understanding of community and community needs
- Working understanding of intercultural competency
- Excellent oral and written communications and interpersonal skills
- Public speaking experience and confidence in public speaking
- Ability to work remotely and independently
- Comprehensive working knowledge of planning, organizing, budgeting, administrative operations and fundraising
- Engaging, influential, inspirational and a strong relationship builder
- Ability to facilitate dialogue between multiple stakeholders, convener of diverse groups
- Ability to recruit, train, and motivate volunteers
- Consider staff members a resource and has teamwork mentality, problem solver
- Knowledge and proficiency in Microsoft Office applications
- Flexible schedule to allow for evening and weekend events
- Previous non-profit experience preferred
- Must be willing to travel regularly to Tulsa, OK for staff meetings and events (At least weekly)
- Must be willing to travel within the State of Oklahoma for business opportunities
- Valid driver's license
- Occasionally lift or move up to 15 lbs.
- Office setting working primarily indoors in climate control environment

#### SALARY

- Full-time annual salary commensurate with experience
- Benefits package, including medical, dental, and retirement
- This is an exempt position

#### TO APPLY

Send resume to:

[info@occjok.org](mailto:info@occjok.org) and [morgan.cabral@hrraw.com](mailto:morgan.cabral@hrraw.com)

Include "Manager of Engagement Role" in the subject line

The Oklahoma Center for Community and Justice is an equal opportunity employer.