



## **Community Engagement Program Manager** **Updated 1/4/22**

### **Position Summary**

Social Venture Partners Denver ([SVP Denver](#)) is a diverse nonprofit membership organization for local professionals, businesses and impact funders dedicated to supporting social mission organizations addressing economic/health inequities in Metro Denver.

In our 20-year history, we have:

- Provided 10,000+ hours of free, skills-based support
- Driven \$25M+ into local impact initiatives
- Supported 250+ local social mission organizations

The Community Engagement Program Manager will play a critical role in bringing our growing Partner Member and Social Mission Organization (nonprofits and for-profits with a primary social mission) community together. Over the past 2 years we've greatly accelerated our work and we are looking for a teammate with experience building impact-driven, inclusive communities (virtual and in-person); facilitating programs with diverse stakeholders; creating purposeful, engaging events; and using data to continuously improve. To make a deep, sustainable and positive impact on our community, SVP Denver believes in engaging and learning, connecting and collaborating, inclusivity and respect, as well as taking risks to grow. These values will be considered in hiring.

We're committed to building a culturally diverse team and welcome applications from individuals regardless of background, race, sexual orientation or any other personally defining attribute. We encourage every person who is interested to apply - even if you don't match 100% of the job description or skills listed below.

### **Essential Functions**

#### *Community Building & Event Coordination*

- Activate the SVP Denver community via regular communications across our newsletters, social media channels, community platform and individual outreach.
- Support the design, communications, logistics, and execution of high-quality online and in-person events that build relationships across attendees.
- Analyze event feedback and work to continually improve.
- Support the development and roll out of a new online community platform that facilitates meaningful connections among SVP Denver Partners.

### *Program Management*

- Lead and/or co-facilitate sessions (alongside subject matter experts) for SVP Denver's impact programs, including Training Cohorts, Mastermind Sessions and Workshops.
- Manage logistics and communications for SVP Denver impact programs to ensure all participants have the information and support they need to fully participate.
- Hold feedback sessions with facilitators and participants to gather insights and continuously improve program experiences and outcomes.

### *Community Engagement*

- Develop relationships in the Denver Community and identify social mission organizations that align with SVP Denver's mission and could benefit from programs.
- Educate social mission organizations on SVP Denver programs and what to expect out of an engagement.
- Continuously improve recruitment and selection processes to make them more equitable and inclusive.

### *Partner Recruitment and Engagement*

- Develop relationships with community organizations and professional associations to build awareness for membership at SVP Denver.
- Support prospecting, recruitment, interviews and onboarding of new individual and business Partners.
- Act as a Partner "concierge" to learn about individual Partners' skill-sets, impact goals and volunteer interests.

### *Operational Support*

- Utilize Salesforce to add/update records and reports.
- Assist with website and social media updates.
- Maintain/update knowledge repository in Google Drive.
- Develop presentations and content for internal and external consumption.

## **How Success Will Be Measured**

Success in this role will be evaluated based on the growth of SVP Denver's community and the quality of all members' experiences. This includes (but is not limited to):

- Partner retention (% of SVP Denver Partners that renew memberships)
- New Partner Memberships
- Event attendance and participation
- Member satisfaction (collected via program and annual surveys)
- Program participant satisfaction (collected via program surveys)

## Role Skills and Qualities

- **Community Builder:** Track record of building community using a combination of in-person and virtual settings. This includes experience launching community initiatives (e.g., building an online forum, designing and implementing an event series, etc.).
- **DEI Experience:** Personal and professional experience supporting conversations around race and racism and navigating complex issues of diversity, equity, inclusion and belonging. Ability to navigate these topics with people of all races with empathy and grace.
- **Strong Communicator:** Experienced writer, both in more formal communications and in more informal spaces such as social media, and comfort with facilitating events.
- **Intuitive Moderator:** A keen eye for knowing when and how to empower people to lead, when to take action yourself, when to moderate discussions, and when to step back and allow the community to advance something on its own.
- **Relationship-BUILDER:** Exceptional relationship-builder and communicator, with a good dose of empathy and listening skills. Bonus if you have experience working with major donors and/or connections to the Denver nonprofit community.
- **Detail-Oriented:** Strong project management skills and attention to detail. Ability to quickly learn procedures and improve systems.
- **Tool Proficiency:** Comfortable using and learning a variety of software and online tools, including a working knowledge of Salesforce, WordPress, Google Drive/Email and Trello (or other project management software).
- **Start-Up / Small Team Experience:** Comfort in start-up spaces, including the ability to create systems and embrace ambiguity. We are a small team that likes to move fast.

## Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of this position. Duties, responsibilities, and activities may change at any time.

## Schedule and Work Environment

The Community Engagement Program Manager will work a standard 40 hours/week schedule and report directly to Dave Koken, Director of Partner Engagement (as well as work closely with Colleen Kazemi, Executive Director).

The individual for this role must be physically based in the greater Denver area. We do not offer relocation assistance but do offer a flexible work environment, which typically includes 2-3 days work from home and 2-3 days in-person at a shared office space on the Clayton Early Learning campus. The position will occasionally be asked to staff evening events.

## Salary Range

\$54,000 to \$60,000 year + Benefits

## **Benefits**

Medical, Dental, Vision, Life Insurance, Short and Long Term Disability, LifeLock, Telehealth and 401k. Paid time off benefits include Holidays, Sick Leave and Vacation.

## **To Apply**

Send your resume and cover letter to: [jobs@svpdenver.org](mailto:jobs@svpdenver.org). In your cover letter, address your background and experience in each of the areas above + why you are interested in learning more about SVP Denver. Your application will not be considered if you're not specific. Applications will be accepted immediately on an ongoing basis until the role is filled.

## **About CNDC**

SVP Denver is a project of the Colorado Nonprofit Development Center (CNDC) and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees. For more information on CNDC, please visit [www.cndc.org](http://www.cndc.org).

CNDC has a mandatory COVID-19 Vaccine Policy, you must provide proof of vaccine or request an accommodation form for Medical/Religious Exemptions before the first day of hire.