**JOB DESCRIPTION**

**Job Title:** Director of Community Engagement

**Status:** Non-Exempt, Full-Time

**Date:** July 2016

**Summary of Job:** Responsible for building and maintaining relationships with key stakeholders in OVO’s targeted communities and organizations. Provides organizational leadership by engaging these stakeholders in dialogues that inform and further the mission of OVO as well as further the coordination of and access to OVO services and initiatives. Serves as a community organizer to help address root causes of poverty for low-income households especially in regard to employment, education, income management, housing, nutrition, emergency services, and health. Ensures reporting compliance for funding sources and remains abreast of new opportunities for program development.

**Reporting Relationships:** Employee reports to the Executive Director

**Other Key Relationships:**

External: Community volunteers; corporate, public, and private partners; grant makers; funders; city and county economic development offices; faith-based community, civic and social advocacy organizations.

Internal: Chief Financial Officer, Special Projects Coordinator, Head Start Program Manager, Energy Assistance Program Manager, Housing Choice Voucher Program Manager, Weatherization Assistance Program Manager.

**Essential Job Functions:**

* Strive to reduce poverty, revitalize low-income communities and to empower low-income families to become self-sufficient.
* Mobilize additional resources to combat the central causes of poverty.
* Facilitate community conversations and focus groups with diverse groups to share information and resources as well as collect information that will inform the planning and implementation of OVO strategies, initiatives and program investments.
* Develop relationships of trust and mutual respect with civic, religious, and social organizations serving key demographic groups.
* Achieve positive outcomes that are aligned with the OVO’s CSBG Grantee Plan Packet, Comprehensive Strategic Plan, Results Oriented Management and Accountability, community initiatives, and programs and services.
* Develop key relationships with community groups and other partners to ensure mutually beneficial progress towards achieving success.
* Manage program activities, implementation, and reporting of the grant programs.
* Serves as guide, mentor and advocate for low-income people to actively solve pressing community problems.
* Plan for resource development and long-term program sustainability, development and growth.
* Informs Public Policy/Advocacy Work
* Conduct qualitative research with OVO funded programs and clients to provide data in decision-making and program evaluation/improvement.
* Provide feedback and information from focus groups and community conversations relevant to the amelioration of poverty.

**Additional Job Functions:** Although not Essential Job Functions, employee may also be responsible for the following from time to time:

• Mentor interns and oversee progress on assigned projects.

• Assist other departments in major projects.

• Serve on ad hoc committees as required.

• Perform other duties as assigned.

**Competencies:** To perform the job successfully, the employee should demonstrate the following competencies to perform the essential functions of this position:

• **Team/Organizational Leadership and Management** – Understands the needs and wants of the organization, community and its customers and co-workers in order to provide accurate, complete and timely service and to further the mission, values and goals of the organization.

• **Community Organizing** – Support and empower communities to actively address pressing issues such as unemployment, low educational attainment, and financial instability. Serve as a champion for activities that eliminate barriers to a high quality of life for all OVO clients.

**Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion leaving ample opportunities for supervisor to adjust deadlines.

• **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally, is focused on getting the best results for actions taken; does not settle for mediocrity.

• **Initiative, Innovation and Creativity** – The ability to think outside the routine way of doing business and develop new and creative ways of addressing community needs.

• **Communication** – Speaks clearly; writes effectively and persuasively in positive or negative situations; listens to executives, co-workers, employees, and outside advisors in order to effectively and efficiently share information and ideas; demonstrates effective group presentation and meeting skills.

• **Meeting Facilitation and Focus Groups** – Able to confidently and sensitively lead diverse groups of people, particularly with an aim to mediate conflicts, spark activity, and to gain information that will inform decision making.

**Required Minimum Education and Experience:**

• Bachelor’s degree or higher in related field.

• Proficient speaking and writing in English.

• Three years of related professional experience.

• Experience in team leadership and management, program development, volunteer management, or community organizing.

• Experience with negotiating, facilitating, public speaking, and training.

• Knowledge and use of current Microsoft Office and its applications.

**General Physical Requirements:**

• **Sedentary Work:** Employee is required to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally and all other sedentary criteria are met.

• **Physical Activities:** Picking, pinching, typing, or otherwise working primarily with fingers ratherthan with the whole hand or arm as in handling.Talking: Expressing or exchanging ideas by means of the spoken word.Activities must convey detailed or important spoken instructions to otherworkers accurately, loudly, or quickly.Hearing: Perceiving the nature of sounds at normal speaking levels or withoutcorrection. Ability to receive detailed information through oralcommunication and make fine discriminations in sound.

• **Visual Acuity:** Employee is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or expansive reading.

• **Working Conditions:** Employee is subject to both inside and outside environmental conditions.