



Community Engagement Manager

Location: Fredericksburg SPCA, Fredericksburg, VA

Position: Community Engagement Manager

Reports To: Executive Director

Job Type: Full-Time, Non-exempt, Salaried

Salary: Starting at \$35,000

Position Summary:

The Fredericksburg SPCA is seeking a passionate and dedicated Community Engagement Manager to oversee, enhance, and support our Humane Education program, Volunteer program, People Empowered Through Support program, and Community Development. The ideal candidate will be a dynamic leader with a strong commitment to animal welfare, community outreach, and education.

The primary responsibility of the Community Engagement Manager will be to facilitate the Fredericksburg SPCA's engagement throughout the community. Additionally, this position will develop growth strategies for the programs it oversees, collect and utilize data for decision making purposes, provide oversight and guidance in developing and managing program budget and project plans, and develop metrics to measure success.

Key Responsibilities Include:

Humane Education Program

- Manage the organization's Humane Education Coordinator.
- Provide oversight and guidance in developing and managing program budget and project plans.
- Manage the collection and utilization of data for decision making purposes.
- Develop metrics to measure success
- Develop growth strategies to expand the reach of the Humane Education program.
- Provide assistance to the Humane Education Coordinator in recruiting, training, and managing educators to support the various educational programming needs of the organization.

- Engage local behavior specialists to provide behavior resources to the public including but not limited to resource guides and videos, training classes, workshops, and one-on-one consultations with trainers for pet owners.

Volunteer Program

- Manage the organization's Volunteer Coordinator
- Provide feedback and support for the program.
- Develop and implement retention strategies to ensure a positive experience for volunteers.
- Provide direction and growth strategies for increasing engagement and cultivation of volunteers.
- Provide oversight and guidance in developing and managing program budget and project plans.
- Manage the collection and utilization of data for decision making purposes.
- Develop metrics to measure success.

People Empowered Through Support (P.E.T.S.) Program

- Manage the organization's PETS Coordinator.
- Collaborate with organizations and community groups to increase services to vulnerable populations.
- Providing feedback and support for the program.
- Work with the P.E.T.S. Coordinator to identify urgent needs within the community.
- Provide oversight and guidance in developing and managing program budget and project plans.
- Manage the collection and utilization of data for decision making purposes.
- Develop metrics to measure success.

Community Development

- Plan, organize, and execute community events to promote the mission of the Fredericksburg SPCA and engage the public.
- In collaboration with the Director of Development and Executive Director, develop partnerships with local businesses and organizations to support and promote events.
- Oversee event logistics, including scheduling, budgeting, and volunteer coordination.

- Work with local businesses to promote fundraising opportunities including payroll deduction programs, sponsorships, and employee engagement programs.
- Build and maintain relationships with schools, local organizations, and individual donors to encourage and facilitate their support of the Fredericksburg SPCA through donations and collaborative initiatives.

Additional Responsibilities Include:

- Assist in building and nurturing effective, positive working relationships with staff members, board members, and Fredericksburg SPCA volunteers.
- Help to nurture a culture of donor-centered philanthropy within the organization and in all development activities.
- Submit weekly reports to the Director of Development.
- Participate in monthly committee meetings and weekly team calls.

Qualifications:

- Experience managing multiple projects and managing people.
- Experience in community engagement, volunteer management, or a related field.
- Strong leadership and organizational skills.
- Excellent communication and interpersonal skills.
- Experience in program development and implementation.
- Passion for animal welfare and community outreach.
- Ability to work flexible hours, including some evenings and weekends.
- Self-starter, initiating activities within the framework developed with minimal supervision.
- Ability to work effectively in a team setting and collaborate with different administrative departments.
- Proven experience working with the public, developing and maintaining excellent relationships to support goals/mission.
- Strong computer skills, including a high degree of proficiency in Microsoft Word, Excel, Powerpoint, Google Drive and the ability to maintain accurate records, experience with Salsa databases are a plus!
- Exercises discretion and has the ability to maintain confidentiality at all times.
- Must be reliable and dependable.
- Positive work ethic, good relationship management skills and a team oriented attitude.
- Patience and tact when working with difficult, emotional, or angry people.

- Treating people and animals in a pleasant, courteous and professional manner.
- Adherence to the Fredericksburg SPCA's policies and philosophies.

Physical Requirements:

- Ability to lift and move objects up to 50 pounds.
- Comfortable working in a shelter environment with exposure to animals and various conditions.

Dress Code: Business Casual

Benefits:

- Salary based on experience.
- Health, dental, and vision insurance.
- Paid time off and holidays.
- Professional development opportunities.

How to Apply:

Interested candidates should submit a resume and cover letter outlining their qualifications and experience to employment@fredspca.org with the subject line "Community Engagement Manager Application."

The Fredericksburg SPCA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.