



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Community Engagement Project Manager</b>
<b>DEPARTMENT:</b>	Community Engagement
<b>REPORTS TO:</b>	Capacity Building Program Director
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	Exempt

**POSITION SUMMARY:** The *Community Engagement Project Manager* has a role supporting the Community Engagement team’s emerging strategies. The position will assist with general programmatic activities, relationship-building, research, and other support activities as needed.

**PROGRAM MISSION:** Community Engagement at the H. E. Butt Foundation focuses on four strategic initiatives geared toward building healthy families and children in San Antonio and Real County: Capacity Building, Storytelling for Narrative Change, REAL County Initiative, and Strategic Initiatives.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the values of Stewardship, Hospitality, Unity, and Excellence.

**ESSENTIAL FUNCTIONS:**

- Provide ongoing support of capacity building activities, which may include:
  - Help vet and select partner nonprofit organizations
  - Support partners’ organizational assessment process
  - Administer surveys and other evaluation tools
  - Provide day-of-event support
  - Aid with routine partner check-ins
  - Coordinate monthly communication to partners
  - Serve as liaison for collaborative funder capacity building initiatives
- Represent the Foundation at community events, working groups, site visits, conferences, and other outreach opportunities
- Research and provide detailed reports on areas of interest, including but not limited to place-based and systems-level community needs and initiatives to support future strategies

- Assist with managing the community event sponsorship budget
- Help review and provide insight on grant applications and other program-related documents
- Provide project management support and administrative support as needed

**QUALIFICATIONS:**

- Undergraduate degree in a Human Services field with preference towards degrees and experience that show acumen in system-level thinking
- 2-5 years of progressive experience in nonprofit sector in an external-facing role and interfacing with executive leaders
- Experience working with underrepresented communities, effective facilitation, and with research and report synthesis and preparation
- Computer proficiency in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint
- Ability to travel to multiple locations within Central Texas and attend events outside of traditional 8am to 5pm work hours

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Excellent written and communication skills
- Research and report writing
- Project management
- Continuous learning mindset
- Uphold confidentiality
- Team orientation
- Strategic and systems-level thinking

**PHYSICAL REQUIREMENTS:**

- The employee may occasionally lift and/or move items up to 25 pounds.
- Must be able to work between camp and office facilities on uneven terrain, as needed.

**WORK ENVIRONMENT:**

- This job operates primarily in a professional office environment.
- Requires travel to multiple locations within Central Texas and attend events outside of traditional 8am to 5pm work hours
- This position includes office assignments and occasional outdoor responsibilities throughout the year.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE