



Community Engagement Manager, KVCR

Management Range: 10

Board Approved 07/13/2023

P. 1|3

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

The Community Engagement Manager will report to the Executive Director, KVCR and maintain responsibility for the development and implementation of a comprehensive plan to foster connections and build relations between KVCR and the community it serves.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Develops and implements a comprehensive plan that aligns with KVCR's goals and values to develop and maintain strategic relationships, as well as enhance, and manage public relations; identifies target audiences, sets objectives, and determines appropriate engagement methods.
2. Actively seeks, engages, and builds relationships with various stakeholders such as community leaders, local government officials, nonprofit organizations, and other key influencers.
3. Develops and maintains partnerships with local elementary and high schools to foster and encourage interest in various media professions.
4. Actively engages with community members through various channels such as public events, tradeshow, universities, clubs, civic groups, and online platforms.
5. Prepares and conducts presentations as needed.
6. Organizes various outreach events to promote KVCR, such as turkey drives, toy drives, giveaways, and other community events that will enhance KVCR's visibility in the community.
7. Develops and organizes activities to supplement and support staff efforts and needs, such as, but not limited to organizing tours at KVCR for diverse groups.
8. Provides leadership and serves as point of contact for faculty regarding Media Academy intern program and scheduling of classes.
9. Collaborates with other District sites and leads efforts to recruit interns for media programs district wide.
10. Manages and oversees interns for the duration of their internship; verifies availability, develops and maintains schedules; serves as a resource to interns, including providing and receiving feedback, resolving issues, and answering questions.
11. Gathers and analyzes data related to community engagement efforts, such as survey results, feedback, and community demographics; utilizes information gathered to evaluate effectiveness and for future decision-making.
12. Assists in budget development; monitors expenditures; prepares and submits fiscal reports as needed.
13. Anticipates, prevents, and resolves difficult and sensitive inquiries, conflicts and complaints.
14. Performs related duties as required.



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P. 2|3

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of fundraising, outreach and community engagement.
- The use of institutional databases and research methods.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations as it relates to the position.

Ability to:

- Plan, organize and coordinate multiple activities.
- Communicate effectively in person and in writing.
- Participate in the development and administration of goals, objectives and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Provide sound judgment and superior problem-solving skills.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

- A Bachelor's degree in communications, marketing, or a related field.

Experience:

- Two (2) years of experience in fundraising, marketing, community relations, or a related field.

Equivalency Provision:

- In the absence of a Bachelor's degree in communications, marketing, or a related field, an Associate's degree or sixty (60) semester units with relevant course work in communication, marketing, or a related field and four (4) years of experience in marketing, community relations, or a related field is qualifying.

License or Certificate:

- Possession of an appropriate, valid California driver's license.



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P. 3|3

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; frequent travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.