



Job Announcement Community Engagement Manager

Sebago Clean Waters

Sebago Clean Waters (SCW) is an 11-member coalition of conservation organizations and the Portland Water District working to permanently conserve 25% of the forestland in Maine's Sebago Lake watershed to protect water quality, wildlife habitat, and economic and community benefits. Since forming in 2017, the coalition has made a [significant impact](#), including conserving nearly 10,000 acres of forestland. To learn more, visit www.sebagocleanwaters.org.

Position Description

The Community Engagement Manager leads development and guides implementation of a strategic community engagement plan that incorporates communications, marketing, and outreach initiatives with a goal of increasing the visibility of SCW and engaging new business and community partners. The Community Engagement Manager also works collaboratively with SCW staff and partners to assist in fundraising for operations, partner capacity, and on-the-ground project implementation. The position entails grant writing and grant management, in addition to providing support for business and donor engagement.

Responsibilities

Communications, Marketing, and Outreach

- Understand and effectively articulate the work of SCW and represent the coalition with the public, funders, and partners
- Lead the development of and periodically update a strategic community engagement plan in collaboration with partners and SCW staff
- Lead external communications with guidance from Partnership Director, including developing content for and managing social media, e-news, website, blog, press releases, impact reports, and other content to showcase progress
- Guide partners in using consistent messaging about SCW and facilitate regular Communications/Community Engagement Team meetings
- Organize coalition volunteer opportunities to share with business partners and the public
- Provide editorial review of documents to maintain a consistent message, voice, and style
- Coordinate the collection and sharing of visual assets (photos, videos, maps, etc.), including contractor oversight as needed
- Organize and attend events with business and other partners
- Develop and maintain relationships with the media

Fundraising Support

- Research new grant opportunities
- Write grant proposals to seek funding from foundations and public funders
- Track the coalition's grants and progress, and provide thorough and timely reporting to funders
- Coordinate with fiscal sponsors to ensure all gifts and grants are processed, acknowledged, and tracked in a timely, accurate, and responsive manner
- Collaborate with the Partnership Director and partners to develop and implement fundraising and business engagement strategies, including goal setting
- Assist with maintaining existing—and developing new—business partner and funder relationships, including maintenance of donor database

Coalition Engagement and Support

- Participate in and assist in planning Equity, Diversity, and Inclusion (EDI) Team, Steering Committee, Executive Committee, and staff meetings
- Provide support for other projects and events as needed (e.g., coalition gatherings)

Minimum Qualifications

- BA/BS degree or equivalent and three years professional experience in relevant field
- Excellent communication skills (written, verbal, graphic)
- Experience developing and implementing communications strategies
- Experience developing content for social media, websites, press releases, and/or other media
- Demonstrated ability to work with multiple partners/organizations, take initiative, and lead tasks independently
- Strong organizational and time management skills, and attention to detail
- Competency with Google platform
- A personal interest in conserving lands and waters
- A desire to embrace and support a culture of diversity, equity, and inclusion

Desired Knowledge, Skills, and Experience

- Experience writing successful, clear, structured, and persuasive grant proposals
- Proficiency working with e-news (Mailchimp), website (Wordpress), donor database (Little Green Light), and graphic design programs
- Experience working with businesses, news media, and non-profit organizations
- Graphic design and/or photography skills
- Knowledge of watershed management, land conservation, forest management, or other environmental field(s)

SCW is committed to building a more diverse, equitable, and inclusive conservation sector in Maine. We invite a diversity of experiences and ways of thinking, knowing that difference will help our team think and work in creative ways. We highly encourage candidates from all backgrounds, cultures, communities, and identities to apply for this position.

Location: A regular presence is expected in a new downtown Portland-based office space anticipated this fall and work may also be performed from a home office part-time. Travel to

meetings in the Sebago Lake watershed and greater Portland region will be expected at least several times per month. The majority of work time will be computer-based.

Compensation: Annual salary range beginning at \$50,000 and commensurate with experience, plus paid time off, and health and retirement benefits.

Hours: This is a full-time equivalent position; flexible work arrangements are negotiable.

Supervision: The Community Engagement Manager will report to the Partnership Director and be employed by SCW's staff host organization, [Loon Echo Land Trust](#).

To Apply: Please submit a cover letter, resume, brief writing sample, and contact information for three recent references as a single pdf document (if possible) with a file name [last name]_[first name].pdf to kyoung@sebagocleanwaters.org by **6:00 p.m. September 11, 2023**. The search committee plans to begin interviewing candidates 2-3 weeks from this date with a goal of onboarding the successful candidate in October/November 2023. No phone calls please.