



Description of Job Opening

Title: Engagement Manager for New Life CDC

Since 2012, New Life CDC has more than tripled its annual investment to provide relief, cultivate restoration and model reinvestment among the poor and marginalized of Elmhurst and Corona as a demonstration of the love of God. To support the continued sustainable growth and impact of the organization in the chapter ahead, the organization is seeking a full-time Engagement Manager who will deepen connections to & commitment of key stakeholders to advance the mission of New Life CDC.

ACCOUNTABILITY:

Executive Director of New Life CDC

JOB SUMMARY:

The Engagement Manager will design and execute systems and processes that deliver strong, integrated, metric-driven communication and that deepen relationships with all CDC stakeholders, including donors, volunteers, program participants and community partners. The Engagement Manager will seek out, share and celebrate the stories of lives and hearts transformed across CDC. This is a new full-time role that will work closely with the Executive Director as well as program directors, volunteers, participants and donors to create and utilize tools and systems that increase the engagement of our community to advance our mission. Flexibility required to work occasional weekends and evenings.

QUALIFICATIONS:

- Committed to the vision and 3R (Relief, Restoration, Reinvestment) values of New Life CDC
- 3+ years experience in communications, relationship management and/or data management to increase engagement of key stakeholders. Must have demonstrated strengths in both communication and data management
- Communication strengths include:
 - A problem solver with a growth mindset, high emotional intelligence and a passion for storytelling
 - High comfort and proven experience communicating effectively within a multi-racial, urban context w/ varied socio-economic demographics
- Data management strengths include:
 - High comfort and proven experience evaluating, managing and maintaining communication and data management platforms
 - High comfort and proven experience leading teams in the launch of new systems and/or innovation of existing systems
- Strong ability and interest to develop shared goals and achieve outcomes in collaboration with large and varied team of part-time staff and volunteers
- Strong ability and interest to work independently and collaboratively to deliver results against multiple projects across multiple functions

RESPONSIBILITIES:

- Seek out, collect, share and celebrate stories of impact and transformation across CDC community and partner communities.
- Work with the Executive Director and Program Heads to develop messaging and copy that communicates vision and mission, desired program outcomes and achieved impact and results for CDC programs.
- Create relationship management strategies and processes that increase engagement of individual donors, participants and volunteers across and within CDC programs
- Work with the Executive Director to develop and execute communications across channels to support fundraising activities including Giving Tuesday and year end fundraising.
- Work with Executive Director, Program Directors and New Life Fellowship Communications staff to create and deliver New Life CDC Annual Report, monthly eNewsletter and regular schedule of social media posts.
- Expand marketing operations (social media, print, local partnerships, etc.) and leverage strategic partnerships (local schools, partner ministries, City agencies, other non-profits, etc.) to increase awareness of New Life CDC programming in the neighborhood.
- Develop and execute communication and relationship management strategies to increase engagement of CDC stakeholders across all electronic and print channels including New Life CDC website, social media, print and electronic mailings.
- Work with New Life CDC volunteers and New Life Fellowship staff to integrate and manage stakeholder data across multiple platforms including New Life CDC Google Suite, New Life Fellowship HUB, shared Mail Chimp account and New Life CDC Quickbooks giving reports
- Work with the Executive Director and peer institutions to identify, pilot and implement new software tools and platforms to capture and retain key information for donors, volunteers and program participants.
- Identify and implement best practices across communication and information management platforms to streamline two way communication with CDC stakeholders.
- Work with Executive Director and Program Directors to create and track key metrics of program impact and results in areas of Relief, Restoration and Reinvestment.

For inquiries, send resume and cover letter to info@newlifecdc.nyc.

For additional information about New Life CDC, visit newlifecdc.nyc.

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