



## **HOW Community Engagement Manager**

### **About Heroes on the Water**

Heroes on the Water (HOW) is a 501(c)3 non-profit that provides recreational wellness experiences. Our primary modality is kayak fishing which has proven cognitive and emotional benefits. These programs incorporate structured activities in a pressure-free environment creating opportunities for community building and personal healing. Our participants receive much needed camaraderie and support.

Our organization is expanding our national support team and currently looking for a Community Engagement Manager. The right person will be enthusiastic about networking with the community, passionate about the mission of Heroes on the Water, and able to embrace change as we continue to expand our ability to provide services to veterans, first responders and their families.

### **JOB INFORMATION:**

**Job Title:** Community Engagement Manager

**FLSA Classification:** Exempt

**Reports to:** Development Director

**Supervisor/Management Position:** Yes

**Full-Time Remote with some travel** (Prefer Texas or Florida residency) Salary commensurate with experience.

**REPORTS TO: Development Director**

### **PRIMARY ROLE:**

The Community Engagement Coordinator oversees each aspect of the solicitation of community involvement and development for Heroes on the Water in effort to increase the visibility of the organization, its programs, and fundraising events, as well as increase the number of active participants and supporters. A Community Engagement Coordinator consistently participates in events throughout the community.

## **JOB DUTIES AND RESPONSIBILITIES:**

- Develop relationships with potential supporters across the United States, as well as a strong focus on local community.
- Oversee and continue to build the Ambassador Program, which includes training new ambassadors, managing the Ambassador Chapter for kayak fishing events, and cultivating new Ambassador members.
- Develop event opportunities for Heroes on the Water individual and corporate donors and support organizational funding through events and soliciting event sponsorship. Utilize the Ambassador Chapter to fulfill these needs.
- Plan and coordinate community fundraising events from start to finish, including all Ambassador Events.
- Develop and maintain positive relationships with program recipients, donors, vendors, volunteers, and friends of the organization.
- Monitor and work within established budget guidelines for all events.
- Manage website registrations as appropriate for community, corporate, and fundraising events.
- Work with Development team to create sponsorship opportunities and solicit event sponsors as needed.
- Coordinate and distribute correspondence, i.e., invites and e-blasts, appropriate thank you letters, and follow up letters.
- Maintain existing relationships with corporate and community supporters of Heroes on the Water as directed by the Development Director.
- Provide necessary information to Communications to successfully market and publicize each event, including outreach, beneficiary, and friend raising events and partners in mission.
- Attend regularly scheduled staff meeting calls and program calls.
- Understand and incorporate the Heroes on the Water mission, goals, and brand in all community outreach.
- Provide presentations to relevant partners and community groups that expand the awareness of Heroes on the Water programs, thus increasing referrals and contributions.
- Serve as an advocate for Heroes on the Water before stakeholders, partners, and the general public.
- Understand the current needs of Heroes on the Water programs and seeks to meet those needs by securing resources and partnerships with other agencies, nonprofits, and communities.
- Must be able to travel to attend events.

- As the leader of the Ambassador Team / chapter, the right candidate will be able to manage kayak fishing events for specialized audiences, including the transportation of equipment, recruiting of volunteers, and in-kind donations for the event.

## **QUALIFICATIONS:**

- 2+ years prior experience as an event coordinator preferred
- Ability to effectively present information and respond to questions from leadership team
- Strong interpersonal skills with the ability to work well with individuals across all organizational levels
- Excellent oral and written communication skills
- Possess strong organizational skills with attention to detail
- Ability to work independently and prioritize projects to meet deadlines
- Understanding of military and/or first responder practices and culture
- Understanding of nonprofit practices and culture
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and database applications
- CRM software experience/knowledge (Classy knowledge a plus)
- Excellent technical skills with the ability to pick up new software quickly
- Military or First Responder experience preferred
- Ability to work remotely, including a solid internet connection

## **PHYSICAL REQUIREMENTS:**

**The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Please note that reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.**

- Day-to-day work includes sitting at a desk and using a personal computer & phone. As such, there are repeating motions that may include the wrists, hands and/or fingers, low to moderate noise levels, and frequent email and/or call interruptions throughout the day. There are also prolonged periods of sitting.
- Ambassador program events are performed outdoors. As a result, the position includes exposure to weather conditions such as high/ low

temperatures, wind, and rain. Additionally, recreational therapy is provided via kayaks and fishing, and often requires using the boats and related equipment. As a result, this position requires the ability to lift up to 50 pounds, the ability to balance & operate a kayak, and the ability to swim and float.

- Manager-level work requires frequent interaction with participants, staff, interns, other non-profit personnel and members of the general public. As such, there is the requirement to work in close proximity to others in clinical, professional, and outdoor settings, and also to have the ability to converse the majority of the day.
- Travel may be required throughout the U.S. up to 50% of working time.

To apply, please send resume and cover letter to [laura.lindsey@heroesonthewater.org](mailto:laura.lindsey@heroesonthewater.org).