



Job Posting

TITLE: Community Engagement Director
EXEMPT STATUS: Exempt Status
REPORTS TO: Executive Director

CLASSIFICATION: Full time (40 hours per week)
SALARY: \$60,000-\$65,000 annually

About ParentsCAN

Founded in 2005, ParentsCAN is a professional, parent-led organization that helps families of children with special needs. ParentsCAN guides and connects parents to services that strengthen their families and maintains a strong commitment to underserved populations. ParentsCAN provides services throughout Napa County from its Napa-based resource center at 1909 Jefferson Street.

Purpose of the Position

The Community Engagement Director is an experienced professional who is a member of the leadership team and responsible for cultivating strategic relationships through community activities. This position engages individuals, businesses and other organizations interested in supporting ParentsCAN general operations and program areas. This position interfaces regularly with the Board of Directors and reports to the Executive Director.

Key Responsibilities include:

- Develop and implement organization-wide plans that strengthen our brand identity across all networks and stakeholders.
- Work collaboratively and seamlessly with staff and board to identify new potential partners.
- Coordinate and promote our agency tour to sponsors, donors and partners.
- Determine potential partners relevant to ParentsCAN through ongoing research and evaluation and cultivate those prospects that best align with ParentsCAN strategic short- and long-term priorities and needs.
- Work in partnership with Development Director to solicit donations, gifts, and sponsorships from new and continuing partners.
- Work with Development Director to submit proposals to engage potential partners on behalf of ParentsCAN in a timely and consistent manner.
- Be responsible for collecting and developing stories from the families we serve to expand awareness of ParentsCAN in the community.
- Develop the Community Engagement Committee to serve as ambassadors of the mission of ParentsCAN in their interaction with current and potential partners.

Skills and Experience:

- Bachelor's Degree required. Five plus years of business/development experience. Marketing experience highly desirable.
- Must have documented successful partnership cultivation experience and a keen understanding of fundraising/income development.
- Must have strong analytical and communicative skills. Establishes clear expectations and continuously measures performance.
- Self-starter with the ability to manage time effectively.
- Demonstrates excellence in both oral and written communications. Knowledge of external communications and cultivation techniques are essential.



- A high degree of integrity in dealing with confidential information.
- Ability to coordinate and lead committee meetings.
- Understanding of disability.
- Proficiency in Microsoft Office.

To apply for this position please send a cover letter outlining your interest and experience as well as a resume to ParentsCAN in one of these formats:

Mail: 1909 Jefferson Street, Napa, CA 94559

Email: careers@parentscan.org

Fax: 707.253.2244

Please no phone calls.