



Nonprofit Association of Washington

Community Engagement Manager

Position Summary

Nonprofit Association of Washington (NAWA) is a unique and invigorating place to work. We are looking for a talented, ambitious, and collaborative person to build partnerships with nonprofits and partners who share our vision of creating healthy, economically vital, and civically engaged communities via strong nonprofits. As part of the Engagement Team at NAWA, the Community Engagement Manager will serve a key role in helping to convene nonprofit organizations across Washington State to learn, advocate, and collaborate, so that nonprofits can achieve their missions. Strong candidates will bring a proven commitment to diversity, inclusion, and cultural competence, as well as strong community organizing and problem-solving skills.

The Community Engagement Manager is charged with expanding our network and building our statewide network of members and partners, including reaching underserved BIPOC and rural communities. The ideal candidate is a self-starter who isn't afraid to take initiative and is skilled at building strong, enduring relationships.

Key Responsibilities

1. Manage Equity Ambassador Program: 30%

- Select and manage a multicultural team of Equity Ambassadors in communities across Washington.
- Work with Equity Ambassadors to build partnerships and meaningful relationships with nonprofit organizations throughout the state through various channels, including local nonprofit networks.
- Engage historically underserved nonprofits in NAWA's policy and systems change work, encouraging participation in advocacy and lifting up stories from the community.
- Identify nonprofit interests, needs, and priorities to inform NAWA's program planning and implementation.
- In partnership with Equity Ambassadors, provide resources, support, and technical assistance to regional and statewide learning communities.
- Support BIPOC and rural affinity groups consisting of attendees with common interests and concerns, including establishing online groups and organizing convenings.
- Work in partnership with the Membership Manager to engage Equity Ambassadors in reaching NAWA's membership goals.

2. Foster a powerful statewide network: 30%

- Manage and support nonprofit network partnerships, including working with contracted partners, managing data, leadership development, and organizing meetings as needed.
- Represent NAWA in coalitions, meetings, events, and elsewhere in the community.
- Work with Deputy Director for Partnerships to identify and solicit business and foundation sponsorships and memberships.
- Develop, organize, and facilitate or co-facilitate discussion groups, workshops, and other events as needed.

3. Manage the Community Engagers & Chamber of Commerce Programs: 30%

- Provide oversight to NAWA's Community Engagers & Chamber of Commerce programs (contracted partners providing nonprofit education in their communities).
- Negotiate, monitor compliance, and document Community Engagers & Chamber of Commerce subcontracts.

- Build and maintain relationships with Community Engager & Chamber of Commerce organizations and potential future partners.
- Plan regular meetings for Community Engagers & Chamber of Commerce to update them on NAWA's programs and promote peer support.

4. Develop connections and establish communication channels for outreach: 10%

- Collaborate with the Communications Manager to curate compelling content for our social media channels that highlights partners and members.
- Manage the Community Slack platform.

Contribute to a strong organization

- Contribute to NAWA's visibility by representing the organization at events.
- Bring ideas from events, meetings, etc. back to the organization to contribute to our ongoing effort to understand and support nonprofits in Washington.
- Work on special projects and participate in key events such as the annual conference.
- Promote membership in NAWA.
- Support NAWA's advocacy work.

Desired Qualifications

- Commitment to our mission.
- Community engagement, outreach, coalition building, and/or membership development experience.
- Strong written and oral communication skills.
- Demonstrated commitment to racial equity.
- Experience working effectively in and with BIPOC and other underserved communities
- Background in developing contracts or partnership agreements and managing the work of contractors/partners.
- Proficiency in Office Suite (Word, Excel, PowerPoint, Outlook) and experience with CRM databases, email engagement platforms, event management systems, and project management software. We currently use Salesforce, MailChimp, Soapbox, and Asana – equivalent transferrable skills from other systems are welcome.
- Ability to handle multiple tasks, projects, and priorities effectively and professionally.
- Ability to travel within the state.
- Room setup involving moving tables and chairs and some moderate lifting (up to 25 pounds) on an occasional basis (accommodation may be possible).

Additional Information

Location: Remote within Washington State – required

FLSA Classification: Full-time, Exempt

Compensation: \$55,000-\$63,000 [+ \$2,500 for bilingual Spanish fluency]

Starting Benefits: 20 days PTO and 11 paid holidays per year plus a paid office closure between Dec 26-Dec 31. \$700/month toward a cafeteria plan of health coverage including medical, dental, and vision insurance as well as various long & short-term disability and other options. \$50/month each (\$100 total) reimbursement for use of personal cell phone and internet for work purposes.

Supervisor: Deputy Director for Partnerships

How to Apply

Submit your cover letter and resume online by October 7: <https://bit.ly/NAWAengagement>

Please name your documents First Name_Last Name cover letter and First Name_Last Name resume.

NAWA is an equal-opportunity employer. We strive to create an inclusive and equitable workplace and encourage applications from people of all backgrounds.

About NAWA

NAWA convenes a powerful network of nonprofit organizations across Washington State to learn, advocate, and collaborate so that nonprofits can achieve their missions. Stronger nonprofits contribute to healthy, collaborative, economically vital, and civically engaged communities. Our community engagement program builds our network of members and partners to accomplish more on behalf of nonprofits. We are committed to engaging communities in an inclusive manner and dedicate resources to serving communities that have historically been underfunded and underserved. Working together, we can ensure that nonprofits statewide have the resources and learning opportunities to succeed and that nonprofit and community voices are considered as public policy solutions are crafted.

NAWA has a strong commitment to equity and inclusion, and respect for regional differences. We believe that diversity of experience, perspectives, and background on our staff team will lead to a better environment for our employees and stronger nonprofits across Washington. Our organizational culture is fast-paced, entrepreneurial, and results-oriented. We value and support learning and professional growth and offer flexible hours and remote work options. www.nonprofitwa.org