



Friends of Waterfront Seattle Community Impact Manager Job Description

About Friends of Waterfront Seattle and Waterfront Park

Friends of Waterfront Seattle (Friends) is the nonprofit partner to the City of Seattle that is helping to fund, build, steward, and program a new 20-acre public space along the downtown shoreline. Designed to provide access to the water, green spaces, elevated views, and cultural and recreational opportunities, Waterfront Park will be a place where residents from around the region and visitors from around the world can connect with nature and with one another.

In addition to raising \$110 million by 2024 to fund park construction, Friends will provide funding for and manage the programs and operations of the park through a joint-delivery partnership with the City of Seattle. Park construction is underway and is scheduled for completion in 2024. The rebuilt Pier 62 opened in the fall of 2020 and is being actively programmed by Friends.

As the nonprofit responsible for sustaining and programming the park in perpetuity, Friends aims to create inclusive spaces for community-driven cultural events, recreational activities, and educational opportunities that feel welcoming and safe for all people—particularly Black and Indigenous people, people of color, and other underserved communities.

Friends recognizes and acknowledges historic and existing systemic racism embedded in our city. We are committed to becoming an anti-racist organization by prioritizing racial equity within the organization and in the public spaces we operate.

Waterfront Park is situated on the land of the Coast Salish peoples, who have resided here since time immemorial and continue to thrive. With respect and humility, we acknowledge the history of the waterfront, the dispossession of land from the Coast Salish people, and, most importantly, the strength and resilience of Native people and their culture through this history and to the present. This acknowledgment serves as only the first step in honoring the land we occupy and the first peoples on that land. We recognize that the work to build and repair relationships with Native communities will be long and evolving.

The Role

The **Community Impact Manager** is a full-time, exempt position and reports to the **Senior Community Engagement Manager** and supports the work of Friends of Waterfront Seattle by measuring and increasing the impacts and effectiveness of community engagement and outreach initiatives and projects.

With a focus on community engagement, the **Community Impact Manager** will work collaboratively with staff, community-based organizations, community members and leaders, and local business owners to develop and or support programmatic initiatives while establishing evaluation tools that will support the development and execution of effective community engagement strategies, cultivate and maintain successful partnerships with a goal of aligning with the organization's mission, vision, values, and collective goals.

Responsibilities

Diversity, Equity, and Inclusion (DEI)

- Contribute to an inclusive workplace culture; adhere to and help evolve Friends' Community Agreements.
- Propel a culture of inclusion while collaborating cross departmentally within Friends
- Engage in regular conversations about race and equity through all-staff meetings, trainings, and a DEI book club.
- Bring a DEI lens to meetings with other departments, partners, and vendors.

Team Building & People Management

- Foster collaboration among the Community Engagement team, acting as partner and second in command to the Senior Community Engagement Manager
- Collaborate on recruitment and hiring, and subsequently manage Community Engagement team members including interns, Outreach & Events Coordinator, and Data Coordinator
- Clearly communicate expectations to the Community Engagement team, conducting and documenting regular check-ins that include positive and constructive feedback

Data, Research, and Impact Measurement

- Develop and leverage a comprehensive understanding of the mission, vision, values, strategic goals, and programs/initiatives of the organization and partner organizations to drive implementation of a comprehensive and flexible impact measurement strategy
- Drive program evaluation and impact measurement work to build consensus around the purpose and intended outcomes of the organizations core work and projects
- Measure and monitor the work and impact of the Community Engagement and Public Programming teams through the execution of timelines, benchmarks, procedures, processes, and data collection to continuously build stronger and more comprehensive processes
- Integrate racial equity and social justice principles into data collection and evaluation processes
- Use Salesforce and other relevant programs/platforms to contribute to and update information related to partnerships, community engagement, programming, and other interactions with community members for organizational continuity
- Support grant and contract management, including written proposals, agreements, reports, and deliverables
- Under direction from the Senior Community Engagement Manager, help monitor the Community Engagement budget including sending invoices to Finance and tracking sponsorships
- Use data and other forms of evidence to enhance community connections, storytelling and placemaking
- Work cross functionally to determine, develop, and employ innovative strategies to ensure the

effective communication between various staff within the organization using and collecting data

Community Engagement and Outreach

- Support the Community Engagement team in the implementation of outreach and partnership strategies to engage diverse communities
- Support efforts to minimize barriers to access and participation in waterfront activities, events, and programs
- Center community voices and lived experiences when collaborating with and advising the Public Programs team on creating culturally relevant, equitable, inclusive, and accessible programming year-round
- Work collaboratively with community members to support the Friends team in the development, implementation, and evaluation of culturally relevant and inclusive community programming on the waterfront
- Develop, maintain, and support strong bonds with community members and individuals from community-based organizations by amplifying community voices and interests to increase Waterfront Park program diversity and participation
- Support outreach logistics, including partner outreach, community engagement, correspondence, and post-event data

Partnerships and Relationship Development

- Seek and develop new relationships with community-based organizations and community members serving as point of contact, as needed
- Maintain relationships with community organizations, partners, and vendors through meetings, programs, and support
- Work collaboratively with partners to develop and implement community engagement activities and events that foster community-building and participation while limiting barriers
- Support the management of external committees supporting community engagement, public programming and other initiatives
- Support community members through sponsorships (galas, fundraising events, and outreach events hosted by partner organizations to network and foster mutually beneficial relationships

Qualifications

- Bachelor's Degree or equivalent experience
- Deep interest in understanding a range of diverse cultural differences and the ability to work effectively with people from a range of social, ethnic, and cultural backgrounds
- A commitment to incorporating Diversity, Equity, Inclusion (DEI) in all facets of your work
- A minimum of 2 years of program evaluation experience
- A minimum of 2 years of data collection and analysis experience, with familiarity and use of survey platforms
- 3 years of database management; Salesforce is preferred
- Experience managing budgets
- Experience managing people and cultivating a team; internship program management a plus
- Strong interpersonal, written, and verbal communication skills
- Ability to be assertive and creative

- Excellent time management skills with the ability to manage multiple projects simultaneously
- Ability to be an innovative and resourceful problem-solver, eager to take initiative to handle requests and resolve issues quickly with minimal supervision
- Ability to work collegially as a member of team and help ensure coordinated, integrated, and efficient workflow
- Experience with outreach via social media is preferred
- Ability to pass background check and provide proof of COVID-19 vaccination

Compensation and Benefits

The Community Impact Manager is a full-time, exempt position. The annual salary range for this position is \$75,000 to \$90,000. Paid time off, health care and dental coverage, and transit pass are provided by the organization. Defined contribution retirement plan with a 3% match by the organization is available.

Work Environment

The Community Impact Manager role is located in Seattle, WA. While approximately 70% of this position is currently a temporarily remote position, the other 30% will be required to be in-person at Waterfront Park.

The Community Impact Manager will need to be available to work occasional evenings, weekends, and non-traditional hours in support of programs and events.

How to Apply

Please submit a one-page cover letter that explains: 1) what draws you to this organization and 2) how your professional and lived experiences have led you to this moment and prepared you to succeed in this role with Friends.

Submit the above document and a resume, and answer the application questions at the link below:

<https://friendsofwaterfrontseattle.bamboohr.com/jobs/view.php?id=39>

If you need assistance and/or accommodation during the application or recruiting process due to a disability, please note that in your submission.

Applications will be accepted until the position is filled.