



Position Announcement

COMMUNITY ENGAGEMENT Manager

Join Sempervirens Fund's dynamic and collaborative team to help conserve and restore redwood forests, wildlife habitats, and watersheds in the Santa Cruz Mountains. If you enjoy engaging with diverse, community-focused individuals, and are skilled at initiating conversations, building relationships, and planning successful events, we encourage you to apply. We seek a very organized individual passionate about making a positive impact on the environment and their community to lead our Volunteer Program and coordinate events.

ABOUT THE POSITION

The Community Engagement Manager is responsible for the development and implementation of inclusive outreach events and volunteer opportunities that serve all areas of Sempervirens Fund's mission. Under the direction of the Chief of Philanthropy, this role works closely with staff in all departments to engage, support, and empower volunteers and community members to help advance conservation throughout the region. The Community Engagement Manager will lead the creation and administration of engaging volunteer opportunities, build programmatic systems to track and support volunteers, support public outreach activities, such as tabling events and hikes, and organize new and diverse communities to advocate for and engage with conservation projects like acquisitions, conservation easements, and forest management.

Sempervirens Fund's office is based in Mountain View and we protect land throughout the Santa Cruz Mountains, which span Santa Cruz, San Mateo, and Santa Clara counties. This full-time, exempt position includes a Regus office membership; allowing the Community Engagement Manager to work from a Regus location and remotely from their home within the Bay Area.

SEMPERVIRENS FUND AND OUR COMMITMENT TO PEOPLE AND EQUITY

Sempervirens Fund is California's first land trust – a private non-profit organization that acquires natural lands, or purchases conservation easements, to preserve redwood forests permanently. We believe the Santa Cruz Mountain's habitats, waterways, and resiliency are at risk without healthy, connected coast redwood forests. We also believe that all people should be able to access and enjoy these redwood forests. We are committed to an organizational culture that is welcoming, inclusive in its decision-making, and reflective of the diverse communities with which we work. We encourage candidates from all backgrounds to apply and strongly encourage BIPOC, LGBTQ+ community members, and people with disabilities to apply for this and other open positions. Sempervirens Fund's commitment to diversity, inclusion, and equity is an integral part of our work, including our hiring practices. Sempervirens Fund is an equal-opportunity employer.

We Offer:

- A collaborative and supportive team environment
- A work-life balance culture
- Family-friendly policies
- Employer-paid medical, dental, vision, and life insurance for the employee
- Thirteen paid holidays per year
- Five Floating Holidays per year
- Two weeks of vacation in your first year
- Twelve days of paid sick leave a year
- Employer retirement plan match of 6% of annual salary for the first five years and then 8% after that
- A remote-from-home work environment
- Access to Regus co-working spaces
- Cell phone and home internet stipend
- Mileage reimbursement

MAJOR RESPONSIBILITIES**VOLUNTEER PROGRAM MANAGEMENT (45%)**

Building on the current small program, further develop and implement a volunteer program that advances redwood protection in the Santa Cruz Mountains, with a particular focus on reaching BIPOC and young people. This includes:

- Collaborating with other staff to identify needs and create position descriptions for volunteer roles and projects.
- Responding to all individual volunteer inquiries.
- Leading recruitment, onboarding, training, placement, and recognition of all volunteers.
- Developing and implementing volunteer training and educational opportunities.
- Developing and implementing formal and informal volunteer appreciation.
- Managing partnerships to facilitate volunteer opportunities.
- Maintaining and tracking volunteer records in Raiser's Edge NXT and on Microsoft 365 Sharepoint.
- Creating and managing volunteer projects in Asana.
- Monitor program satisfaction and evaluate the impact of the program.
- Plan and actively participate, as needed, in volunteer workdays and events.

EVENT MANAGEMENT (45%)

In close collaboration with the team, plan, manage, and execute volunteer and donor engagement events. This includes:

- Creating event-related communications, utilizing various methods including printed materials, social media, and emails in Every Action.
- Manage event timelines, budgets, and more to ensure logistics are seamless and all participants have a positive experience.
- Address challenges and unexpected issues during events promptly and efficiently.
- Effectively communicate event details and goals to volunteers, donors, staff, and stakeholders.

COMMUNITY OUTREACH (10%)

- Manage volunteer engagement efforts in support of local policy and ballot initiatives as directed by our Director of Government Relations.
- Manage and coordinate a speaker's bureau, with staff or volunteers presenting to public audiences.
- Manage, coordinate, and sometimes join, the volunteer ambassadors to do outreach at events, including evenings and weekends, to build awareness and increase community participation in redwood protection.

SPECIAL KNOWLEDGE AND SKILLS

- Demonstrated passion for land conservation and enthusiasm for connecting people to the land.
- Experience maintaining volunteer databases for tracking and organizing.
- Proficiency with Raiser’s Edge NXT or a similar CRM.
- Proficiency with Every Action (EA) or similar software for digital communications and event registration
- Proficiency with Adobe Creative Cloud, Canva, or similar design tools.
- Experience using Asana or other project management software

QUALIFICATIONS

- Bachelor’s degree or equivalent experience; desirable majors and experiences include environmental studies, community development, or communications.
- 2+ years of experience in volunteer supervisory or management role.
- 2+ years of event management, donor, and volunteer engagement
- Exceptional relationship-building and interpersonal skills; outgoing, energetic, and people-oriented.
- Professional written and verbal communication skills in English with the ability to write promotional materials.
- Nuanced understanding and experience in creating cross-cultural and culturally sensitive programs and events.
- Professionally represent Sempervirens Fund in a variety of settings and situations.
- Close attention to detail, accuracy, excellent organizational skills, and ability to multi-task and prioritize.
- Ability to see big picture concepts and details to accomplish project goals and track in Asana.
- Proficiency with common computer operations, including Windows OS and Microsoft Office (Outlook, Word, Excel).
- A valid driver’s license and access to a vehicle.
- Ability to work on weekends and in the evenings.
- Ability to lift 20lbs and ability to hike on uneven surfaces for 5 miles.

Position Title:	Community Engagement Manager
Reports to:	Julie Seelen, Chief of Philanthropy
Location:	Remote within the San Francisco Bay Area. Frequent local travel is required for volunteer and donor events and occasional in-person staff meetings.
Salary Range:	\$75,000 - \$85,000 per year
Position Classification:	Full-time, Exempt – 2-year contract
If this sounds like the right position for you:	<p>Please email a cover letter (including where you heard about the position) and resume (as a PDF file if possible) to opportunity@sempervirens.org with the subject line "Your Name – Community Engagement". Your cover letter should be 500 words or less, and answer these two questions:</p> <ul style="list-style-type: none">• What competencies do you have that will support your success in this position?• Why are you interested in engaging people and creating awareness about land conservation? <p>Submissions will be accepted on a rolling basis until August 13, or until filled.</p>