

JOB TITLE: Vice President of Community Engagement

REPORTS TO: President & CEO

JOB DESCRIPTION:

New Futures is seeking an experienced, highly motivated and detail-oriented Vice President of Community Engagement to lead organizational efforts to recruit, train, engage, empower and mobilize grassroots individuals and organizations to advocate in support of health and wellness policy priorities. New Futures is a nonpartisan, nonprofit advocacy organization that advocates, educates, and collaborates to improve the health and wellness of all New Hampshire residents through policy change. This is a full-time, exempt, salaried position based in Concord, NH.

The Vice President of Community Engagement will manage New Futures Community Engagement Team, contracted partners, and stakeholders to identify, engage, and mobilize individuals to act on legislation. This position will oversee the coordination and presentation of New Futures advocacy and engagement skill-based trainings for partners and individuals.

New Futures is an equal opportunity employer. We genuinely value a diverse workforce and inclusive culture and aim for a hiring process that reflects that. New Futures encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, citizenship, disability, and veteran status. People with lived experience in [policy areas New Futures advocates](#) for are encouraged to apply for this position.

For more information on our hiring process, you can contact Jill Billow, Bookkeeper/Administrative Assistant, at jbillow@new-futures.org.

JOB DUTIES AND RESPONSIBILITIES:

- Manage the coordination, co-design and execution of all campaign engagement strategies for the organization with CEO and management staff.
- Supervise and oversee New Futures' engagement team, while setting vision and direction for engagement strategies across the state.
- Collect, analyze and synthesize data to inform team's engagement priorities and targeted training opportunities.
- Orchestrate advocate turnout on specific policy issues.
- Monitor advocate engagement and provide continued opportunities for involvement to retain current and former advocates.
- Actively recruit and train new advocates to act on identified policy priorities.
- Deliver trainings and presentations on advocacy knowledge, skills, action steps.
- Ensure multi-directional engagement around advocacy efforts and on the ground priorities and issues.
- Collaborate with partners to organize public education and advocacy events such as roundtables, legislative breakfasts, in-district meetings, film screenings, panels and tailored advocacy training opportunities;
- Maintain and cultivate relationships with prevention/treatment/recovery advocates, mental health advocates, health advocates, and early childhood advocates;

- Support the Data Manager in the maintenance of a clear and responsive Every Action database to support tailored, data-driven advocacy skills and knowledge development;
- Collaborate with VP of Advocacy and VP of Policy to develop and guide the strategy for community engagement and advocacy activity aimed primarily at achieving New Futures' policy agenda.
- Conduct and engage in legislative advocacy activities to further the organization's policy priorities
- With the Training Manager, develop and deliver legislative advocacy trainings to advocates and partners. Collaborate with Training Coordinator on development of training curricula.
- Coach & develop regional partners in effective advocacy skills for individuals and advocacy capacity building for organizations
- Adjust engagement strategies and approach as community and/or policy needs change
- Attend and participate in staff and management team meetings.
- Develop and set community engagement goals and objectives through annual strategic plan process and track and submit data on strategic workplan metrics on a quarterly basis.
- In conjunction with President/CEO and VP of Finance, develop annual program budget and manage program expenses

Supervisory Responsibilities:

- Manage the community engagement staff and ensure that all the duties in the of community engagement job descriptions are being fulfilled
- Support the NH Alliance for Healthy Aging Community Engagement Coordinator in fulfilling their roles and responsibilities
- Provide an annual review for the community engagement staff members:
 - Compile feedback from the management team
 - Complete an annual review form to review with the community engagement staff
 - Recommend any annual increases during the organization's budgeting process

QUALIFICATIONS & JOB REQUIREMENTS:

- A Bachelor's Degree in Political Science, Government Relations, or Public Administration from a recognized, accredited college or University is preferred.
- A minimum of 4 years prior experience in Grassroots or Political Organizing is required, demonstrated experience with campaign management is preferred.
- A minimum of 2 years prior supervisory or management experience is required.
- Strong administrative and organizational skills, with an emphasis on time management and the ability to plan, organize and implement various activities within a time-pressured environment

- Strong collaboration skills, with an emphasis on project management and strategic planning
- Strong familiarity with campaign strategy and political or community organizing is preferred
- Understanding and familiarity with relationship management software, such as EveryAction, SmartVAN, Salesforce, etc. is preferred
- Demonstrated experience in effective internal and external communication collaboration, and coordination with individuals and organizations
- Ability to develop strong and effective working relationships with diverse and multi-cultural constituencies including New Futures Staff, community partner organizations, individual advocates, policymakers, the media, and others
- Ability to function under pressure and meet strict deadlines
- Demonstrated ability to work effectively as part of a high functioning professional team
- Excellent written and verbal skills
- Proficiency in Word, Excel, PowerPoint, and other Microsoft products
- Excellent critical thinking skills

HOURS: This is a full-time, salaried, exempt position working 37.5 hours per week.

SALARY RANGE: \$60,000- \$70,000, based on experience. New Futures offers a competitive benefits package, including health and dental, paid time off, sick leave, and paid family and medical leave.

APPLICATION PROCESS:

To Apply: Please email a cover letter and resume to Jill Billow, Bookkeeper/Administrative Assistant, at the following address – jbillow@new-futures.org. E-mail applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position; please do not call. Position will be open until filled.

NOTE: *Temporarily, due to COVID-19, all New Futures staff currently have the option to work from home. Much of this application process will likely be conducted virtually.*