



Director of Community Engagement

February 2023

WHO WE ARE: The [Rocky Mountain Partnership \(RMP\)](#) is a coalition of cross-sector partners and community members committed to working TOGETHER to achieve the vision and mission outlined below. RMP has formed a 501(c)(3) that employs a dedicated team, separate from participating organizations, to drive the shared work.

OUR VISION: Our vision is that every community member in Adams County, the City of Aurora, and the City and County of Broomfield, regardless of race, ethnicity, gender, age, zip code or circumstance, has the opportunity to earn an income that allows them to take care of themselves and their families, and thrive from cradle to career.

OUR MISSION: We come together to solve challenging problems that stand in the way of community members' ability to be economically and socially mobile. We do this by understanding what those most impacted by decisions are experiencing, building on what works, deploying new and innovative strategies, and supporting dollars to go to the things that work.

RMP is dedicated to eliminating inequities – including barriers of race, ethnicity, class, ability, age, immigration status, gender identity/expression and their intersections. RMP values **the diversity of lived experiences** and works diligently to eliminate inequities in ourselves and the Partnership.

POSITION PURPOSE: The Director of Community Engagement will support the development of and project manage the Youth and Community-Led Coalition (a leadership table within the Rocky Mountain Partnership) and lead overall community engagement efforts, including identifying and supporting community members to engage on project teams, and gathering community voice and perspective (qualitative data) to inform the collective work of the network.

STATUS: Full-Time, 1 FTE / 40 Hours, Exempt.

REPORTS TO: Senior Director of Stakeholder Engagement

WORK LOCATION: Rocky Mountain Partnership's (RMP) satellite office at Community Reach Center (1870 W 122nd Ave, Westminster), remote online work from home and designated locations within the community. Must be available for in-person work during business hours and occasional evenings and weekends.

ESSENTIAL RESPONSIBILITIES

Youth and Community-Led Coalition

- Ensures an effective infrastructure for RMP's Youth and Community-Led Coalition (the coalition) is in place to drive action
- Ensures that the coalition as a leadership table is structured and facilitated in a way that is welcoming and accommodating to community members being able to participate
- Project Manages the coalition as a leadership table alongside RMP's Community Leaders Council
- Recruit additional community members to serve on the Youth and Community Led leadership table
- Support the leadership table to participate in and lead projects across RMP's priority areas, including onboarding to current project teams
- Increase the visibility and name recognition of the leadership table
- Provides coaching, guidance and support to coalition members as needed that supports them to effectively participate on a formal board/committee
- Work with the rest of the RMP Team to facilitate the coalition to identify and actionize around systems-level barriers / opportunities to improve community-level outcomes
- Support RMP backbone staff members to incorporate community engagement into the collective work of the network
- Facilitates coalition members to identify opportunities for addressing systemic barriers across RMP's priority areas through advocacy and other action
- Responsible for continually monitoring and identifying best practices, model programs and opportunities for innovation related to community engagement

Community Engagement

- Works alongside the Senior Director of Stakeholder Engagement to ensure that the community engagement efforts and approach of RMP are consistent with the StriveTogether framework
- Inventory and keep up to date other community groups and coalitions that exist in the RMP region in order to build bridges between efforts and groups
- Identify and support community members to engage on project teams

Stakeholder Engagement

- Supports the Senior Director of Stakeholder Engagement to:
 - Provide project management support for the Community Leaders Council (CLC), the sister leadership table to the coalition.
 - Maintain strong, positive relationships with partners and regional decision makers, and facilitate the RMP team to develop and strengthen these relationships
 - Identify and support the development of impact stories that can be used for internal and external audiences

Community Voice and Perspective Efforts

- Serves as project manager for efforts to gather voice and perspective (focus groups, interviews, surveys) to inform the collective work of the Partnership, ensuring that the process is developed, vetted by RMP Team, followed, and updated when improvements are identified

OTHER DUTIES/RESPONSIBILITIES

- Represent the network at local, regional, and national functions as needed
- Responsible for developing and monitoring the budget related to Community Engagement
- Other duties as assigned

Employees are held accountable for all duties of this job.

QUALIFICATIONS

Experience

- Three years experience in a related field, such as community engagement, community development, civic leadership, community mobilization, and/or coalition building; could include campaign or community organizing experience
- Three years of experience in advocacy, program development, management
- Experience working or living in the RMP region or is committed to learning about and working in the RMP Region

Knowledge, Skills, & Abilities

- Required: Fluently speak, write, and translate in both Spanish and English
- Ability to work in alignment with the [vision, mission, and values](#) of the Rocky Mountain Partnership, including a commitment to systems transformation and racial equity
- Understanding of 501(c)(3) limitations and regulations
- Ability to build relationships with key stakeholders as part of larger coalition building
- Strong strategic thinking and decision-making skills, including problem anticipation and resolution
- Ability to create processes and systems, manage details and work independently
- Comfort working in communities and areas with high concentrations of poverty and people of color
- Excellent written, oral, and interpersonal communication skills
- Ability to facilitate collaboration among diverse groups and "translate" vocabulary/jargon across sectors
- Demonstrates an understanding of community needs and strategies to promote community impact
- Ability to interact effectively with people from diverse backgrounds
- Ability to problem-solve issues
- Ability to prioritize and balance competing demands across the collective work
- Self-motivated and able to work independently, and as part of a larger dynamic strategy team
- Proficient in Microsoft Office Suite applications, web-based applications, and database use
- Must be honest, dependable and be able to meet deadlines

COMPETENCIES

To be successful in this role in supporting the Partnership toward outcomes, the individual in this position will be able to demonstrate the following competencies:

- Affinity for courageous leadership, trust, and vulnerability
- Ability to be self aware and works from a continuous improvement mindset with a willingness to learn and grow
- Organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly
- Demonstrate written communication skills in multiple platforms and for diverse stakeholders

- Demonstrate high level of customer service and response
- Ability to observe and understand that complex systems have multiple levers, players, and relationships
- Ability to process information and apply abstract reasoning
- Ability to respond well to changes externally and internally and shift efforts accordingly
- Ability to understand identity, power and privilege; awareness and integrity regarding racial disparities
- Commitment to dismantling systems of power and barriers to equity

WORKING CONDITIONS

- **Work Environment:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential duties of this job at a home office, in office and meeting settings at RMP's offices and meeting spaces within the community during business hours and occasional evenings and weekends. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Physical Activities:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen, operate a computer, operate a motor vehicle and lift and/or move more than 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

COMPENSATION

RMP offers competitive salary and benefits, commensurate with experience and skills. The starting salary range for this position is \$62,000-\$87,000. The position offers flexibility with schedule and includes a strong benefits package including a Simple IRA retirement plan with employer match, health, dental, and vision insurance, paid holidays, paid time off, and paid medical and parental leave.

HOW TO APPLY

Candidates are requested to submit a resume and cover letter to kendrasimpson@RMPBackbone.org and and/or be prepared to demonstrate additional competencies during the interview process. This position will remain open until filled.