



## Community Impact Manager, Northern Arizona

**Education Forward Background:** [Education Forward Arizona](#) was created through the collective will of diverse sectors and communities across the state to change the way people think about and support education as the key driver to improving the economy and the quality of life in Arizona. Education Forward Arizona is a new organization launched in August 2021 that combines the talent, resources, and missions of Achieve60AZ, Expect More Arizona and College Success Arizona to be an even stronger force for education. At Education Forward Arizona, we believe that improving the quality of education in Arizona will improve the quality of life for all Arizonans. The organization is focused on improving education outcomes for students at all levels by being a statewide voice for P-20 education, implementing effective programs, and advocating for policy change.

### **Position Summary:**

Education Forward Arizona seeks a Community Impact Manager, Northern Arizona to join our team who will be responsible for engaging target audiences to advance Education Forward Arizona's advocacy and organizational priorities. The Community Impact Manager accomplishes their work through relationship development, partnership cultivation and engagement, delivering presentations and serving as a primary representative for the organization in their region. We seek an innovative and collaborative candidate that can serve as a convener of community leaders, a thought partner and issue expert, and builder of our northern Arizona network. The Manager will define and execute strategies for deeper community impact across their defined region – including Apache, Coconino, Navajo and Yavapai counties. The Community Impact Manager, Northern Arizona will report directly to the Senior Director of Community Impact.

### **Responsibilities:**

#### *Growing Influence:*

- Serve as the primary representative and relationship builder for Education Forward Arizona with local communities in designated region.
- Represent Education Forward Arizona on community councils, committees and task forces to advance the organization's mission in designated region
- Cultivate strategic partnerships with education and leadership groups including non-profits, school districts, community colleges, universities, civic organizations, local governments, and the business community with the purpose of advancing Education Forward Arizona's mission & advocacy priorities.
- Support the development and engagement of local action teams comprised of cross-sector leaders to identify and implement strategies to expand education outcomes in their communities.
- Support the development of local media relationships and connect Education Forward Arizona, as needed. Serve as a spokesperson, as requested.

#### *Increasing Awareness and Action:*

- Use various strategies and tactics to raise awareness, build support and move people to take action in support of Education Forward Arizona's advocacy priorities with an eye toward increasing diversity of the movement.
- Develop and deliver presentations, webinars or trainings to elevate Education Forward Arizona's priority issues and projects.
- Recruit, train and manage advocates to reach broader audiences and move more people to action across designated region.
- Work collaboratively with members of other Education Forward Arizona functional teams, especially marketing and communications, to leverage local engagement to advance organizational goals.

#### *Administration:*

- Work with the Senior Director of Community Impact to create and implement strategic priorities and goals for designated region.

- Document the outcome of work in designated communities and effectively track campaign products in Salesforce or using other tools, as needed
- Create and maintain a portfolio of partners, individuals, organizations and campaigns via Salesforce and other tools
- Complete grant and other administrative reporting as needed
- Create and execute community events as needed.
- Manage distribution of Education Forward Arizona materials, including collateral and other giveaways.
- Perform other tasks and duties as assigned.

### **Qualifications:**

- Strong alignment with Education Forward Arizona's mission and a passion for educating about and advocating for the success of all students from early education through postsecondary.
- Bachelor's Degree in Communications, Political Science, Social Work, Education or related field
- Minimum 4 years professional experience with outreach, community relations, or similar role, preferably with a nonprofit or advocacy organization
- Experience conceptualizing, developing and executing relationship cultivation and community outreach strategies.
- Excellent written and verbal communications skills.
- Must demonstrate expert presentation skills and excellence in public speaking.
- Experience building and working in coalitions and/or collaborative collective impact groups.
- Knowledge of Microsoft Office Suites and Knowledge and use of Salesforce preferred
- Valid Arizona driver's license, proof of auto insurance coverage, and daily access to personal vehicle.
- Ability to travel around the state, as needed.

### **Personal Characteristics Desired:**

- An experienced professional who has an established network in one or more of the assigned communities.
- Maintains a professional appearance, exudes a positive outlook and is willing to accept challenges and changes.
- Exceptional organizational skills and attention to detail with accuracy and high quality of work.
- Ability to work easily and effectively with a wide range of people.
- Creative problem solver with demonstrated ability to exercise sound judgment in the interest of the organization.
- Ability to work independently, as well as collaboratively, within a team, build effective relationships, and manage multiple projects simultaneously.
- Able to lift up to 30 lbs., if needed.

**Salary:** \$48,000 - \$55,000, depending on experience

**Job Status:** Full-time, exempt, salaried position with benefits package

**Job Location:** Remote in Northern Arizona. US Work Authorization Required

This position is open immediately. The close date for applications is open until filled. Visit [educationforwardarizona.org](http://educationforwardarizona.org) to learn more about our organization.

**Please combine the following documents in an email to [jobs@educationforwardarizona.org](mailto:jobs@educationforwardarizona.org):**

- Current resume or CV

- Statement of interest and qualifications, based on this description.

*The statements in this description represent typical elements, criteria and general work performed. This is not an exhaustive list of all responsibilities, duties, and skills for this job. Education Forward Arizona is an equal opportunity, affirmative action employer. It is a strongly held value of the organization that opportunity is not limited by gender, race, class, sexual orientation, disability, or age. All candidates will be evaluated on a merit basis.*

**All employees at Education Forward Arizona are required to be fully vaccinated for COVID-19 as a condition of employment. Education Forward Arizona complies with all obligations to provide reasonable accommodations in accordance with all applicable laws.**