

Manager of Community Engagement & Events – Howell Nature Center

Job Summary

The Howell Nature Center (HNC) mission teaches people to be faithful caretakers of one another and the natural world around us. Our mantra is to heal, to grow, and to be wild. The HNC is a valued community resource known for connecting people with the natural world in a variety of ways. We accomplish this through our outstanding youth, community, and wildlife-based programs and services. We are committed to helping others learn about the joys and healing powers of nature, while also teaching how to protect and live in harmony with our Michigan-native wildlife. We are looking for a committed and mission-driven individual interested in cultivating our mission in leading our community engagement department. This includes the management of the community engagement department and all correlating events and activities. These actions work to nurture and grow our wildlife and discovery park, our wildlife rehabilitation clinic, which is one of the largest in the state of Michigan, as well as our highly reputable school-based, summer camp, and group retreat offerings. The Manager of Community Engagement & Events is key to representing the organization publicly and internally. This position will work directly with the CEO and leadership team to elevate HNC's financial development, community engagement activities, and special event functions in propelling the Howell Nature Center to greater levels.

General Responsibilities and Duties

- **Financial development**, the manager leads key fundraising initiatives such social media and public relations strategies, internal and external communications.
- **Fundraising campaigns**, provides oversight of donor base management systems, grants, and assists the CEO in a variety of financial development initiatives.
- **Community engagement**, the manager oversees all HNC community engagement initiatives, as well as membership programming and campaigns.
- **Coordinates**, a variety of marketing, public relations, social media, and communication strategies,
- **Direct oversight**, of the HNC's volunteer and welcome center operations, including supervision of the Coordinator of Volunteer and Community Engagement, as well as the Coordinator of Guest Services, and direct oversight of the Welcome Center and camp store operation – a key community engagement hub of the Howell Nature Center.
- **Special events**, this includes the management and supervision of all HNC community-based and fundraising events, in coordination with local staff and community-based partnerships with volunteers.

Qualifications and Skills

- Minimum Education: Bachelor's Degree
- Financial development and relationship management experience.
- Experience with volunteer development and special event coordination with a proven record of delivering timely, productive, and organized events and communications.
- Demonstrated ability to work independently and proactively to address community engagement challenges with professional courage, diplomacy, emotional intelligence, and resilience.
- Ability to think ahead and anticipate program participant needs, understanding internal and external landscapes, while proactively communicating with the team in informing programmatic delivery solutions.
- Adaptive with ability to act with a poised and professional urgency, and skilled at communicating in articulate and succinct ways,
- Creative mindset, prompt, and thorough follow through, and a willingness to learn and bring innovative and new ideas, along with desire to continuously learn.

- Outstanding customer service and relationship skills
- Must pass criminal background check

Compensation and Benefits

- Estimated hiring compensation for this starts at \$37,000 and increases with experience.
- Benefits include PTO, generous paid holidays, competitive health, dental, vision and life insurance benefit plan.