

Position Description

Position: **Director, Civic Engagement**
Reports to: President & CEO
Hours: Full Time, Exempt

Position Descriptions:

The Director of Civic Engagement is responsible for managing all aspects of community policy issue work for the organization, alumni programming and serving as Director for FOCUS' Emerging Leaders program.

Qualifications:

- Strong written and verbal communication skills; comfortable presenting in front of groups
- Strong research and interview skills (quantitative skills).
- Ability to build effective relationships with a diverse array of community partners.
- Strong facilitation/listening/consensus-building skills.
- Experience developing, revising, and implementing curriculum based on best practices.
- Experience planning, organizing and implementing events of varying size.
- Experience in independently developing and implementing work plans and managing budgets.
- Demonstrated ability to handle multiple tasks and to plan, organize, and manage long-range projects.
- Commitment to diversity, equity and inclusion.
- Experience in managing and motivating volunteer groups.
- Strong critical thinking skills; ability to consider issues from all perspectives and uphold FOCUS' role as a nonpartisan organization and neutral convener.
- Knowledge of the region and awareness of regional issues.
- Advance knowledge of Microsoft Office Suite.
- Degree in related field and at least five plus years' experience in public policy or community engagement

Specific Responsibilities:

- Provide management oversight for program administration and delivery, including nomination and selection processes, coordinating speakers and Civic Action Project hosts, scheduling, logistics and budget management for the Emerging Leaders program.
- Oversight for organizing, designing, and coordinating content delivery for the Emerging Leaders program.
- Drive FOCUS' alumni programming and community/civic engagement agenda.
- Shape policy through conducting research and writing report(s).
- Build, support, and manage collaborations with various sectors, organizations, agencies, and leaders in the region.
- Communicate with the FOCUS management team to ensure optimal media coverage, to identify potential grant funding, and to complement other FOCUS activities.
- Engage FOCUS alumni members in the organization's community engagement work.
- Assist in recruiting, supervising, and evaluating consultants, program coordinator and intern staff.
- Prepare, follow, and track departmental budgets and strategic plans.

- Participate in activities required of all staff including presence at staff, committee, and board meetings, attendance at workshops and community events, and maintenance of accurate files and records.
- Other duties as assigned.

Salary range: \$80,000 - \$95,000

APPLICATION INSTRUCTIONS

All applicants should apply with a cover letter and resume to Dr. Yemi Akande-Bartsch at YemiA@focus-stl.org. Please visit www.focus-stl.org for more information about FOCUS St. Louis. No phone calls please.

FOCUS St. Louis is an equal opportunity employer.

FOCUS St. Louis® is the region's premier leadership organization, preparing diverse leaders to work cooperatively for a thriving St. Louis region through experience-based leadership training, civic issue education and public engagement initiatives.