



**Community Engagement & Innovation Manager  
Job Opening Announcement**

<b>Job Title</b>	Community Engagement & Innovation Manager			
<b>Location:</b>	HOPE Headquarters, Los Angeles, CA (Travel required throughout California and other states as needed)			
<b>Reports To</b>	Primary: Director of Community Engagement & Innovation Secondary: VP, Community Engagement & Innovation	<b>FLSA Status</b>	<input checked="" type="checkbox"/> Exempt	
			<input type="checkbox"/> Non-Exempt	
<b>Shift/Hours</b>	9am to 5pm (some weekend work when necessary)	<b>Classification</b>	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Temp
			<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intern
<b>Salary Range</b>	\$65,000 - \$80,000 annually; commensurate with experience and qualifications			

**ORGANIZATION**

HOPE is a non-profit, non-partisan, organization committed to ensuring political and economic parity for Latinas through leadership, advocacy, and education to benefit all communities and the status of women.

**HOPE WORK ENVIRONMENT**

The work environment is driven by a sense of purpose, urgency, and a commitment to making a positive impact in the lives of Latinas and community. HOPE requires individuals who thrive in a fast-paced setting, prioritizing the mission, can efficiently handle their assigned tasks, and communicate effectively with their team. HOPE values individuals who can self-regulate their work, set priorities effectively, and meet objectives without constant supervision and revised timelines. Team members are expected to take pride in their work, ask tons of questions, and address issues proactively. HOPE’s team members reflect the value of humility and willingness to contribute to all levels within a team.

All team members should be ready to take on any task, regardless of its perceived status or level of importance. The duties and responsibilities outlined in this job description are not exhaustive and may evolve to meet the organization’s needs. Employees are expected to remain adaptable, collaborate across teams, and contribute as needed to support HOPE’s mission and goals. Additional responsibilities may be assigned to align with organizational priorities and growth.

**POSITION OVERVIEW**

The Community Engagement & Innovation Department at HOPE is primarily responsible for the ongoing process of identifying, cultivating, and stewarding our stakeholders through outreach, education and training, connection building, communication, and advocacy to achieve our mission. Core functions for this department are alumnae engagement, elected official engagement, affiliate engagement, mobilization of alumnae, national expansion, and regional expansion.

The Manager of Community Engagement and Innovation is responsible for fostering relationships with key community stakeholders to advance support of HOPE's programs, policy agenda and mission. The role involves building strong connections with sponsors, community leaders, elected officials and HOPE alumnae. It includes promoting HOPE's reports, special initiatives and recruitment for HOPE's programs, events and conferences. This role will have a dual reporting structure. Primary reporting with Director of Community Engagement & Innovation, who will oversee day-to-day program execution, event logistics and alignment with department goals. Secondary reporting with Vice President of Community Engagement & Innovation, who will provide strategic oversight and guidance for specific initiatives such as Latina Career Training & Latina History Day New York, Latina Leaders' Summit Texas, and the development of new regional hubs. The Manager will collaborate with HOPE team members across departments. This position is based out of the HOPE headquarters in Los Angeles but requires significant travel throughout California and other states as needed.

Manages implementation and execution of various projects related that include elected official engagement, affiliate engagement, mobilization of alumnae base, national expansion and regional expansion efforts. Specifically, projects related to alumnae engagement (ie. Alumnae Roster and Alumnae Summit) and overall community and stakeholder engagement (ie. Latina History Day, LEDs) and HOPE's efforts to serve Latinas nationally (New York and Texas). Provides support to Friends of HOPE (individual donors) campaign and develops sponsor relationships.

## **DUTIES AND TASKS**

### **Community Stakeholders Outreach & Mobilization (30% of time)**

- Primary Reporting to Director of Community Engagement & Innovation day-to-day on signature events outreach, elected official and alumnae mobilization.
- Secondary Reporting to Vice President of Community Engagement & Innovation on strategic elements of stakeholder outreach for regional and national initiatives.
- Organize regional briefings, leadership roundtables, and other events to promote HOPE's initiatives.
- Develop and maintain relationships with elected officials, community leaders, and local business leaders to gain community support for HOPE's programs, policy agenda, and fundraising goals.
- Facilitate engagement with HLI alumnae to mobilize support for HOPE's policy priorities and programming.
- Represent HOPE at key community meetings and pre-approved events, maintaining strong communication with the Director on emerging opportunities or issues.
- Track and implement strategies to strengthen relationships with key stakeholders.

### **Programs and Conferences (55% of time)**

- Primary reporting to the Director of Community Engagement & Innovation to execute programmatic goals, event logistics, and stakeholder engagement for assigned projects.
- Secondary reporting to the Vice President of Community Engagement & Innovation on strategic elements of initiatives like Latina Career Training NY and Latina Summit TX, including aligning with organizational priorities and leveraging national partnerships.
- Leads execution of various alumni engagement activities to name one example: HOPE's Latina Empowerment Day (LED) Series, including agenda-setting, speaker recruitment, and overall event management.
- Support senior management and conference committees through implementation of program flow, speaker selection, and logistics for Latina History Day and other major events.

Implementation and execution is a core expectation of CEI Manager.

- Design and manage affiliate registration for events and conferences, while developing relationships with nonprofit partners and affiliates.
- Recruit and supervise interns, volunteers, and staff for conferences and events, ensuring alignment with program objectives and budget.
- Develop materials, reports, and correspondence for conference sponsors, vendors, and volunteers.
- Respond to inquiries regarding conferences and events, ensuring timely and professional communication.

#### **Public Relations (5% of time)**

- Act as HOPE's representative at select community events to enhance visibility and strengthen partnerships.
- Collaborate with the Director to identify and address key community issues and opportunities that align with HOPE's mission.

#### **Fundraising & Administrative Support (10% of time)**

- Support Friends of HOPE (FOH) fundraising initiatives, including sponsor relationships and membership campaigns.
- Track work plans and budgets to ensure compliance with program and organizational standards.
- Assist in recruiting, training, and supervising department interns to support programs and initiatives.
- Maintain accurate records of stakeholder engagement and outreach effort

### **QUALIFICATIONS, SKILLS, AND EXPERIENCE**

#### **Education and Experience:**

- Bachelor's degree in public policy, communications, business, or a related field; equivalent work experience may be considered.
- Minimum of 3 years of professional experience in community engagement, stakeholder mobilization, and/or relationship-building.
- Experience in event planning and program execution, including conferences or workshops.

#### **Strong Communication Skills:**

- Ability to clearly articulate progress, challenges, and next steps to multiple supervisors.
- Demonstrated experience with synthesizing updates and differentiating between tactical and strategic feedback.
- Significant experience in public speaking, facilitation, and outreach to community leaders and organizations.

#### **Adaptability and Flexibility:**

- Comfortable working under dual reporting structures with the ability to prioritize tasks based on immediate and strategic needs.
- Balances alignment with day-to-day directives and high-level organizational goals.

#### **Strategic Thinking:**

- Proven ability to integrate long-term vision with day-to-day program implementation.
- Leverages insights from both supervisors to enhance the impact of projects.

#### **Proactive and Self-Regulated:**

- Ability to anticipate and address needs from both the Director and Vice President without constant supervision.

- Works independently while ensuring alignment with both supervisors' expectations

**Collaboration and Coordination:**

- Skilled at navigating cross-departmental collaboration and managing competing priorities.

**Preferred Knowledge and Skills:**

- Familiarity with local government processes, public policy, or advocacy efforts.
- Demonstrated commitment to social justice and experience working with underrepresented or diverse communities.
- Strong organizational and project management skills, with an ability to handle multiple tasks simultaneously.

**Technical Proficiency:**

- Proficient in Microsoft Office Suite, especially Excel, with experience creating reports and tracking data.
- Knowledge of Salesforce, Asana, or similar databases for project tracking and stakeholder management.
- Familiarity with event management tools such as Eventbrite, TicketSpice, or Zoom is a plus.

**Additional Skills:**

- Excellent written and verbal communication skills, with the ability to engage diverse audiences effectively.
- Basic business acumen, including knowledge of contracts, vendor negotiation, and budget tracking.
- Ability to travel frequently within California and other states as needed

**BENEFITS & COMPENSATION**

We cover 100% of the Healthcare premium for the employee. We also provide affordable dental options and 403(b) matching. We offer fifteen (15) vacation days, eight (8) sick days, three (3) education/volunteer days, (3) mental health days, and (10) company holidays. The salary range for this position is from \$65,000 to \$80,000 and will be commensurate with experience and qualifications. HOPE is currently operating on a hybrid workplace schedule. This schedule is subject to change at any time based on meeting the needs of your role, which may require (at HOPE's discretion) your in-person presence at the office or special events.

**EQUAL EMPLOYMENT OPPORTUNITY**

HOPE is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

**TO APPLY**

Please email your resume and cover letter to Xiomara Pena, Vice President of Community Engagement & Innovation at [xpena@latinas.org](mailto:xpena@latinas.org)