

The George Foundation

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DIRECTOR OF COMMUNITY ENGAGEMENT POSITION DESCRIPTION

Position Information

Title: Director of Community Engagement
Supervisor: Chief Executive Officer
Status: Full-time, Exempt
Created: July 2016

The Director of Community Engagement supports the Foundation's mission of partnering with the community to leverage the Foundation's resources to positively impact Fort Bend County and its residents. Responsibilities include leading the Foundation's special programs, serving as the Foundation's liaison to key community networks and supporting stakeholder relationships. Initially, this candidate would work directly with the existing Director of Community Engagement through an 8-12 month transition plan before assuming full responsibilities of the position. Please submit resumes or questions to jobs@thegeorgefoundation.org.

Position Duties

SPECIAL PROGRAMS

- Lead the Youth in Philanthropy program through planning, operational oversight and community engagement; this responsibility will require on-site leadership during the Saturday sessions.
- Serve as champion for outreach, awareness and external relations for the Foundation's High School and Higher Education Scholarship programs, including interfacing with school districts, parents and students.
- Provide administrative and logistical support for the Leadership Excellence for Nonprofits program, partnering with facilitators to ensure high quality programming.
- Other special projects as assigned by the CEO or Trustees.

COMMUNITY RELATIONS

- Build and maintain relationships with community groups, nonprofits, and other stakeholders to support the Foundation's mission.