



NMVC JOB DESCRIPTION

JOB TITLE: Outreach & Community Relations Manager	JOB CODE:	
	JOB CLASSIFICATION: <i>(Regular, Seasonal, PRN, etc.)</i>	Regular
DEPARTMENT: Policy	FLSA STATUS:	Exempt
REPORTS TO: Deputy Policy Director	FULL/PART TIME:	Full-Time
APPROVED BY:	DATE:	

I. POSITION FUNCTION SUMMARY:

New Mexico Voices for Children (NM Voices) seeks a talented Outreach & Community Relations Manager to oversee the development and management of strategic multi-stakeholder partnerships that further the mission and vision of the organization, including critical coalitions and networks. This role is best suited for someone well-versed in the initiation, development and maintenance of partnerships and coalitions between a complex set of actors, including non-profit organizations and policymakers. This role will enable the organization to more effectively build partnerships and relationships, increase the effectiveness of NM Voices-led and NM Voices-supported coalitions, and ultimately, as a result, advance critical policy change.

A more than 30-year-old organization, NM Voices has a dynamic vision for program growth and impact that requires highly efficient management, expansion, and diversification of partner relationships. This is an exciting position for a professional with an entrepreneurial, collaborative, and innovative spirit looking to make their mark and build for the future. The Outreach & Community Relations Coordinator will report to the Deputy Policy Director and will work closely with the policy team and the Communications Director.

Successful applicants will have strong project management experience, including from project conceptualization, design, implementation and evaluation. As well, a winning candidate will have deep knowledge and practice of equity, skills in restorative, generative negotiations and diplomacy, able to provide or coordinate capacity building and technical assistance, excel at building trusting relationships with partners, has an understanding of the complex nature of policy and advocacy work, and will thrive in an environment of collaboration, innovation, and inclusion. NM Voices seeks someone with a deep commitment to racial, gender, and economic justice.

II. ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

The following statements are essential functions of this position and not intended to be all-inclusive; rather, they are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the employee, and an employee may be directed to perform other reasonably related job duties and responsibilities. New Mexico Voices for Children (NM Voices) reserves the right to revise or change the job duties and responsibilities as the need arises, based on business need, and this Job Description may be updated accordingly. This Job Description does not constitute a written or implied contract of employment.

COALITION COORDINATION & OVERSIGHT

- Provides support to leadership, and coordination when necessary, of NM Voices-led and NM Voices-supported coalitions, including management, staffing, communication, and organization / coordination.
- Oversees and manages scheduling of coalition and network meetings.
- Helps to coordinate NM Voices' staff schedules related to partner and coalition meetings.
- Ensures the consistent sharing of important information to and from all stakeholders.
- Supports (when necessary) development of strategy or vision for coalitions by offering facilitation, assisting with goal setting, establishing priorities and projects to achieve the stated goals.
- Other duties as assigned.
- Holds and navigates relationship and trust building with stakeholders and exercises critical discernment, strategic thinking, and diplomatic engagement, including negotiation and conflict resolution skills.

PROJECT MANAGEMENT

- Provides project management by tackling large and complex projects that include many people, organizations, and interests, ensures effective flow of information to key parties, and oversees implementation of work plans.
- Helps to track progress on goals, objectives and activities of partner initiatives, campaigns, and/or coalitions.
- Ensures NM Voices completes tasks related to our commitment to stakeholder engagement.
- Manages schedules and agendas of coalition and network / partner meetings and ensures relevant policy staff are informed and able to attend.
- Ensures follow-up items are tracked and acted on.
- Leads on timely, consistent communications amongst coalition members and to necessary external parties.
- Gauges as needed and offers provision and / or coordination of capacity building and technical assistance to coalitions and networks.
- Oversees, develops, and maintains internal database of stakeholder contacts.

COALITION & PARTNERSHIP BUILDING

- Provides 'managing up' support to Executive Director and Government Relations Officer in navigating stakeholder relationships, including and especially that of coalitions.
- Expands the membership of the networks, campaigns, and coalitions where required, with an emphasis on racial equity and expanding relationships across the state.
- Works with the policy team, Executive Director and Communications Director to oversee media communications about the positions and work of coalitions, as well as tends to internal communications among team members and coalition leadership.
- Supports website maintenance, planning and use of social media accounts and campaigns, and marketing activities as needed.
- Supports campaign management where needed, including formal campaigns that have concrete outputs and objectives and partner engagement in campaign work

Qualifications:

- A demonstrated commitment to NM Voice's mission to improve the status, well-being and equity of New Mexico's children, families, and communities in the areas of health, education, and economic security by promoting public policies through credible research and effective advocacy;
- A bachelor's degree and experience in nonprofit organizing, movement building, advocacy, and / or coalition work with a demonstrated ability to meet deadlines, manage competing priorities, work in a complex environment, and work independently and as part of a team;

- Excellent writing, editing, and organizational skills, and the ability to communicate in compelling ways to a wide range of stakeholders about the importance of policy change, racial and ethnic equity, and advocacy campaigns;
- Experience in complex and at times, conflict-affected group or team or partner dynamics, and skills in negotiation, mediation, dialogue and conflict transformation, including stellar listening and communication skills, trust and relationship building, and restorative processes;
- Ability to build and sustain robust, authentic, and productive relationships with colleagues, external partners and key stakeholders, across race and other group identities;
- Keen awareness of multiple group identities and their dynamics and ability to consistently bring a high level of self-awareness, empathy, and social skills to work and interpersonal interactions; and;
- Ability to manage-up to organizational leadership, including the Executive Director, senior policy team members, and Board of Directors.

Preferred Qualifications:

- Interest or experience in policy advocacy for systems change and social justice;
- Knowledge of Raiser's Edge (or similar) CRM; and
- Experience assisting with special event coordination and experienced managing remote meeting technology.