



Community Engagement Manager

Position Announcement

 Washington University in St. Louis

GEPHARDT INSTITUTE FOR
CIVIC AND COMMUNITY ENGAGEMENT

To Apply:
jobs.wustl.edu

About The Gephardt Institute

The Gephardt Institute for Civic and Community Engagement's mission is to foster a vibrant culture of civic engagement across Washington University, realized by engaged citizens, scholarship, and partnerships that advance the collective good. Through both academic and co-curricular initiatives, the institute educates students for lifelong engaged citizenship, catalyzes partnerships that respond to St. Louis needs and priorities, and infuses civic engagement throughout the Washington University experience.

As a university-wide interdisciplinary initiative, the Gephardt Institute serves all undergraduate and graduate students, partners with St. Louis community organizations and units throughout the university, and reports to the Provost's Office. The institute is non-partisan and proactively seeks to support and include diverse backgrounds, perspectives, and ideologies, with strong attention to equity.

The Gephardt Institute was founded in 2005 by Congressman Dick Gephardt, who envisioned an "action tank" - rather than a think tank - that would inspire and equip young people to actively participate in our democracy. Our team is comprised of individuals who are mission-driven, values-focused, dynamic, collaborative, visionary, and passionate about the role of civic engagement in a thriving democracy. The institute upholds the values of inquiry, empathy, collaboration, integrity, equity, and action.

The institute is located in the historic Stix House as its sole occupant and works across the university on civic and community engagement. The institute offers a broad range of programs and services to the Washington University community and to partners in the St. Louis region, such as the Civic Scholars Program; Engage Democracy; St. Louis summer fellowships program; new student engagement; and Civic Engagement Fund grants for community partnerships.

Position Summary

The Community Engagement Manager leads strategies that foster mutually beneficial community engagement in the St. Louis region between students and community partners. This position's primary responsibility is to lead the design, curriculum, implementation and scaling of a signature St. Louis fellowship program to cultivate students as civic leaders and contribute substantially to regional progress.

This position uplifts Washington University's St. Louis Initiative, a university strategic planning priority to be Washington University in St. Louis, for St. Louis, and with St. Louis. The specific focus of this position is student learning and engagement as a vital component of the university's comprehensive St. Louis Initiative.

The Gephardt Institute envisions that Washington University students will embrace St. Louis as a vital part of their education, learn from and collaborate with community partners, and apply their talents to affect positive change in St. Louis.

The Community Engagement Manager leads program strategy and implementation through close coordination and partnerships with civic and community organizations, university partners, the Gephardt Institute staff, and students. This position applies the institute's theory of change, data-informed strategies, and leading practices in civic learning and community engagement, with attention to initiatives that foster both student learning and community impact.

This position requires a strong commitment to diversity, inclusion, equity, and access. This position also requires a strong commitment to non-partisanship and to engagement of all Washington University students regardless of their political positions.

Primary Duties and Responsibilities

1

PROGRAM DEVELOPMENT:

Leads program, partnership, and curriculum development to design and scale a signature St. Louis fellowship program that cultivates student learning and impactful, mutually beneficial engagement with civic/community organizations and initiatives. This immersive program will integrate and build on the successes of the current Goldman Fellows Program, Beuerlein Fellows Program, and Arts as Civic Engagement and grow to scale to serve more students and community partners. Responsibilities include:

- Develops curriculum, training, immersive experiences, and other educational/engagement strategies centered on community knowledge.
- Facilitates partnerships among St. Louis civic and community organizations, Washington University students, and Washington University faculty/staff educators.
- Creates and curates educational content that uplifts community voices; multiple perspectives and narratives; the assets, opportunities, challenges, and complexity of the St. Louis region; Gephardt Institute values; and a broad range of strategies and industries that contribute to the progress and vitality of the St. Louis region.
- Benchmarks and understands similar university and regional programs throughout the country.

- Manages implementation of all aspects of the program, including orientation, program management, and continuous improvement.
- Leads recruitment and selection process for fellowship program and Civic Scholars Program in coordination with key staff.
- Manages documentation of the fellowship program that can serve as a replicable model for other colleges/universities and for civic/community organizations nationally.
- Collaborates with the Evaluation and Assessment Manager to support the development and administration of the fellowship program assessment strategy, including facilitating feedback and data collection from community partners.
- Support fundraising and stewardship efforts, including proposal writing, donor and prospective donor engagement, reporting, and development of external communication pieces (video, website, external collateral, etc.).

2

PARTNERSHIP:

Leads cultivation of key partnerships with civic and community organizations and university partners to facilitate mutually beneficial student engagement with the St. Louis community and sustained relationships, with a primary focus on the student/community partnerships and the fellowship program. Catalyzes student/community partnerships that respond to community needs and priorities and work in alignment with community/university partnerships of the St. Louis Initiative. Responsibilities include:

- Facilitates impactful, mutually beneficial and sustained partnerships with the fellowship program to support substantial student internships with nonprofits, government, civic organizations, social enterprise, business, or related industries that are pursuing civic change efforts.
- Identifies and sustains strong and trusting partnerships with civic/community organizations and initiatives, with a focus on building sustainable systems, procedures, and communications to foster these partnerships.
- Creates a collaborative network among students, community partners, faculty, staff, and local alumni to support students with relationship building, knowledge and skill development, shared planning, and collaboration.
- Collaborates with Marketing & Communications Manager on development of content, strategies, and procedures for communications that foster mutually beneficial connections between students and civic/community organizations.
- Manages Community Advisory Council, including communications, planning, and continuous improvement.

- Collaborates with other student-facing staff to support student outreach, consultation, program/initiative planning, and related student engagement initiatives.
- Collaborates with university partners to integrate students with strategic initiatives of the St. Louis Initiative through internships, educational opportunities, and related activities.
- Trains and consults with student-facing civic and community engagement initiatives to ensure effective and ethical practices.
- Applies educational and immersive curriculum developed for the fellowship program to other initiatives that foster student learning and engagement with St. Louis

3

FACILITATION AND ENGAGEMENT:

Facilitates fellowship curriculum with the support of a graduate assistant, develops and trains on guidelines for effective and ethical community engagement; and provides consultation to students, student groups, and student-facing departments. Responsibilities include:

- Facilitates cohort-based student learning through the implementation of trainings and intergroup dialogue with fellowship participants.
- Handles sensitive issues that emerge for students or community partners such as facilitating relationship conflicts, problem-solving emergent challenges, or negotiating adjustments to plans based on students' personal challenges or performance.
- Researches and identifies best practices in community engagement, and develops resources and training curricula to advance best practices within the fellowship program and among student leaders and student-facing programs.
- Facilitates student learning of the principles and practice of ethical community engagement, including cultural competency and opportunities to hear directly from communities.
- Fosters an alumni network to engage fellowship program alumni across cohorts and as guest speakers, peer advisors, and program consultants.

4

SERVES AS ESSENTIAL MEMBER OF THE GEPHARDT INSTITUTE TEAM



- Collaborates with program staff, operations staff, and relevant stakeholders to coordinate planning, implementation, evaluation, and continuous improvement of all Gephardt Institute programs and services.
- Contributes to initiatives, meetings, and events of the Gephardt Institute, including donor cultivation and stewardship, developing strategy and vision for initiatives, planning processes, special projects, and special events.
- Performs other duties as assigned.

Applicant Special Instructions

Please include a cover letter and resume with your submission.

Preferred Qualifications

- Master's degree in Student Affairs, Higher Education, Urban Studies/Planning, Social Work, Non-Profit Management, Public Policy, Public Administration, or a related field.
- 3 or more years of full-time professional experience that includes work in higher education, work in (or in partnership with) community organizations, and work with adolescents or young adults.
- Experience with and knowledge of regional social assets and challenges, civic and community engagement, and university/community partnerships, including principles of effective practice.
- Substantive knowledge of St. Louis civic/community organizations and initiatives, stakeholders, history, and the regional landscape.

Required Qualifications

- Bachelor's degree
 - Relevant experience with program, curriculum, cohort, and/or partnership development at a professional, co-curricular, and/or volunteer level.
 - Experience with organizing and planning programs, facilitating discussions, and/or designing program strategy at a professional, co-curricular, and/or volunteer level.
 - Demonstrated ability to work in a non-partisan environment. Commitment to maintaining a non-partisan and inclusive approach to all educational, programming, outreach, and communication strategies.
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Critical Skills and Expertise

- Excellent organizational, planning, problem-solving, and project management, and event planning skills. Strong time management, attention to detail, ability to manage multiple priorities, and ability to forecast and plan work, while maintaining a landscape view of priorities, values, and vision.
- Excellent interpersonal and written/verbal communication skills, including with diverse populations and for different mediums and programming environments.
- Ability and sensitivity in developing programming and communications for – and interacting with – a racially, culturally, and socioeconomically diverse range of stakeholders. Commitment to continuous learning about cultural humility and equity
- Strong problem solving skills and relationship management skills, with capacity to handle challenging internal and external dilemmas or support students, community partners, and colleagues through them.
- Commitment to the Gephardt Institute’s values of Inquiry, Empathy, Collaboration, Integrity, Equity, and Action.
- Demonstrated interest in educating and mentoring students.
- Energy, vision, initiative, creativity, empathy, humility, tolerance for ambiguity, ability to embrace and navigate change, sound judgment, diplomacy, tact, and sense of humor.
- Enthusiasm and ability to work in a dynamic, highly collaborative environment with multiple functions, audiences, and priorities.
- Demonstrated ability to lead from a middle management position.
- Ability to function both independently and collaboratively in a dynamic, highly collaborative environment with multiple functions, audiences, and priorities.
- Ability and willingness to work evening and weekend hours for special projects, events, and deadlines in service to students and the institute’s mission.

"At Washington University, we welcome difference on our campus in the form of gender, race, ethnicity, disability, neurodiversity, geography, socioeconomic status, age, political views, religion, philosophy, sexual orientation, gender identity or expression and veteran status. This is central to our mission as we continue to prepare values-oriented, compassionate individuals to be productive leaders in a global and rapidly changing society. These are not just ideals; they are competitive advantages and a central part of our relentless pursuit of excellence."

- Chancellor Andrew D. Martin