



Community Engagement Manager Global Village Project

THE OPPORTUNITY

GVP seeks an experienced and visionary Community Engagement Manager (“CEM”). One who embraces and furthers our aspiration: We dream a world. One girl at a time.

GVP is the only school in the United States for refugee teenage girls who have had their education interrupted. *Recognizing the power and value of this school and amplifying the opportunity for courageous impact*, the CEM will serve as a member of the GVP Administrative Leadership and Support Team and will lead the GVP community of support with guiding methodologies and best practices for authentic and effective community engagement.

THE ROLE

The Community Engagement Manager is a fiercely compassionate high energy multi-tasker with dynamic leadership ability, who builds coalitions and partnerships, and champions GVP’s outreach and service programs. The CEM, in collaboration with the Head of School, will develop vibrant and sustainable engagement programs across all stakeholders, including volunteers, families, students, staff, mentors, interns, and community and corporate partners.

The CEM is responsible for facilitating and coordinating a robust community engagement strategy in alignment with the GVP strategic plan, with a particular focus on building relationships with volunteers and community partners. The CEM’s main roles are to (1) direct all volunteer recruitment, retention and training; (2) develop and manage partnerships; and (3) collaborate with the Director of Student, Academic, and Global Affairs on overseeing the administration of GVP’s Mentor & Alumnae program.

Reporting directly to the Head of School, the CEM will cultivate and manage GVP volunteers and partners. Additionally, the CEM will lead and support a variety of other volunteer initiatives, community outreach programs, and work closely with GVP’s Development and Communications team on stakeholder engagement, digital fundraising campaigns, event planning, and more.

The successful Community Engagement Manager will be expected to:

- Understand & effectively communicate GVP’s mission, vision, core values & strategic direction to external groups
- Develop and manage community partnerships with the Head of School
- Identify strategic opportunities and connections with stakeholders and the community-at-large and prospect for ideas and initiatives to serve
- Formulate internal practices and procedures for coordinating the efforts of volunteers
- Recruit, train, and direct volunteers; oversee all services provided by volunteers and community partners
- Maintain strong, authentic relationships with stakeholders, cultivating relationships across diverse communities
- Providing excellent customer service while ensuring prompt and professional responses to all GVP stakeholders

