



## NOW HIRING 2023

### COMMUNITY ENGAGEMENT MANAGER

The Blue Earth County Historical Society (BECHS) is a non-profit organization dedicated to preserving, protecting, and promoting Blue Earth County, Minnesota's rich history and heritage. The Blue Earth County Historical Society's mission is rooted in education and has a reputation for delivering high-quality exhibits and programs to our growing, diverse community. The **Community Engagement Manager** is a non-exempt position with the Blue Earth County Historical Society (BECHS) reporting to the Executive Director.

**Marketing and Public Relations** - The Community Engagement Manager is primarily responsible for overall strategic and operational leadership of the Organization's marketing strategies, marketing communications, public relations activities, social media, online content, and visual design, both external and internal. They will ensure accurate, consistent messaging across all platforms.

**Development Support** - As part of the Development team, this rewarding role will be responsible for building and maintaining relationships with individuals, corporations, organizations, and foundations through strong communication strategies. The Community Engagement Manager will serve as primary point of contact for the Society's annual fundraising gala to ensure that all BECHS departments are collaborating to meet fundraising targets and event expectations.

**Community Outreach** - The Community Engagement Manager will identify and build strategic partnerships within Blue Earth County and the region for mutual benefit and work to steward and deepen those relationships. Serve as an ambassador for BECHS's at community events.

#### Requirements:

The Community Engagement Manager must have/be:

- The ideal candidate will possess skills and experience in marketing and branding strategies, with underlying knowledge of development and fundraising strategies that can be enhanced and improved with professional development opportunities.
- Outstanding writing, editing and copyediting skills.
- Experience with management of social media, websites and online platforms
- Excellent communication and public presentation skills
- Ability to handle multiple priorities with flexibility and adaptability
- Excellent organizational skills and attention to detail, ability to communicate ideas effectively, to prioritize work and meet deadlines, to work independently and in a team, and to manage several projects simultaneously.
- Strong computer skills: Microsoft Office and Office 365, Publisher, Adobe Creative Cloud, and ability to learn museum's specialty software systems.

- Work experience in marketing, public relations, communications, event management, or related field
- Bachelor's degree in related field

Desired Experience:

- Developed eye for design, especially in applying visual and brand aesthetic
- Experience working in a nonprofit environment
- Experience working in a capital campaign or development environment
- Experience researching, writing and managing grants

Compensation & Benefits:

- Mid to upper-\$40,000/per year
- Eight Paid Holidays
- Vacation, Sick, and Personal Leave
- Eligible for Health Reimbursement Account

To Apply:

We encourage you to apply even if your experience is not a perfect match for this position. We are seeking a candidate with relevant skills and experience – and someone who wishes to grow in the position.

Please send resume, cover letter, and list of three references to Jessica Potter, Executive Director at [Director@BlueEarthCountyHistory.com](mailto:Director@BlueEarthCountyHistory.com) with “Community Engagement Manager” in the subject line. No phone calls please. Review of applications will begin immediately and will continue until the position is filled. 2/9/2023

**[www.BlueEarthCountyHistory.com](http://www.BlueEarthCountyHistory.com)**