



## **Community Engagement Manager**

### **ABOUT THE ROLE**

Life Science Cares Boston (LSC) is seeking a Community Engagement Manager. This unique partnerships role works cross functionally between the organization's nonprofit and corporate partners, and is integral to LSC's presence in the community.

The Community Engagement Manager will play a key role on the LSC Boston team, developing and implementing innovative engagements that benefit nonprofits and enable LSC Boston's corporate partners and their employees to achieve their social impact goals. The Community Engagement Manager will oversee and maintain consistent communication with a portfolio of 42 current nonprofit partners and 47 alumni partners. They will execute year-round engagement and volunteer opportunities for LSC's corporate partners. These nonmonetary giveback engagements include, but are not limited to: drives, in-office activities (e.g., Lunch & Learns, kit-packing events), in-person and remote volunteer activities for corporate groups and individuals, Days/Weeks/Months of Service, multi-partner drives (e.g., major efforts around Back-to-School and holiday drives for toys, winter jackets/gear, and more), convention givebacks, and more. They will collect qualitative and quantitative data to help LSC measure its community impact.

The ideal candidate for this position will be passionate about LSC's mission. They will embody the poise and professionalism to steward our corporate contacts while also strongly advocating on behalf of our nonprofit partners. They will enjoy operationalizing a complex program, and bring a high degree of attention to detail to concurrently manage the logistics of multiple events and stakeholders. The Community Engagement Manager should enjoy working in a fast-paced environment, managing diverse tasks, and engaging externally with an optimistic, customer service-oriented attitude. We're looking for someone who is high-energy, comfortable engaging in thoughtful and productive idea-sharing, and who represents the values of the life science industry and the partner organizations we serve.

This role is an opportunity for a motivated candidate to join a unique nonprofit foundation and play a key role in moving a large volume of human and in-kind capital to our nonprofit ecosystem. It is also an opportunity to learn about Corporate Social Responsibility, trust-based philanthropy, the life sciences industry, and Greater Boston's nonprofit ecosystem.

### **ABOUT LIFE SCIENCE CARES**

Life Science Cares activates the financial and human capital of the life sciences industry and partners with nonprofits to disrupt the cycle of poverty and inequality in our

communities. We envision all of our neighbors having access to basic needs, access to education, and access to opportunity.

Life Science Cares was founded nearly nine years ago to combat poverty and the disparities that surround us. Through Life Science Cares we provide a platform for life science companies and their employees to efficiently invest their time and resources to reduce the burden of poverty. Working in partnership with community-based nonprofit organizations and other key stakeholders, we invest in and build programs to provide access to basic needs, access to education, and access to opportunity.

Life Science Cares is an equal opportunity employer that supports and celebrates diversity. As such, we are committed to creating an inclusive environment for all employees, partners, and stakeholders. We believe our workplace and communities thrive when we actively promote Diversity, Equity, Inclusion, and Justice in all we do.

**REPORTS TO:** Head of Programs and Community Engagement, Boston

**POSITION DETAILS:** This position is full-time hybrid. The Community Engagement Manager will coordinate and attend volunteer engagements and nonprofit events on a regular basis. As a present member of the nonprofit and life science communities, this will sometimes require work outside regular working hours. While morning and evening events are typically during the week, very occasionally, they may need to work on weekends or on a holiday. They are expected to be a committed and present member of the Life Science Cares Boston team, attending meetings, organization events, and other engagements as needed to support the team and mission of Life Science Cares.

The Community Engagement Manager will need to be readily accessible to all nonprofit and corporate partners located through Greater Boston. Thus, they need a valid Driver's License and their own reliable vehicle to attend all events where an LSC presence is needed. LSC reimburses for mileage and parking for attending events.

**SALARY RANGE:** The salary range for this role is \$68,000–\$75,000 based on experience. Life Science Cares offers a comprehensive benefits package, including medical, dental, and vision benefits, and 401(k) with employer match, as well as generous paid time off and flexible work schedules.

## **RESPONSIBILITIES**

### **Nonprofit Partner Engagement**

- Conduct monthly to bi-monthly check-ins with all nonprofit partner organizations to identify, organize, and execute innovative volunteer opportunities and ensure robust partnerships

- Partner with Partnerships Manager to ensure consistent and accurate communication about nonprofit partner opportunities across the organization and externally
- Clearly communicate with all necessary stakeholders before and after giveback opportunities
- Ensure nonprofit cohort development is ongoing for current and alumni partners via meaningful opportunities for community-building and professional development for cohort organizations & cohort leaders
- Represent LSC at nonprofit partner engagements, including partner-hosted events, volunteer opportunities, and elsewhere
- Ensure coordination with nonprofit partners to leverage their digital and social media to continually elevate the Life Science Cares brand
- Conduct ongoing landscaping of potential partners for all LSC areas of focus to ensure robust applicant pool
- Help translate data captured from asset-based impact reports from partners into compelling narratives

#### Corporate Partner Engagement

- Manage a portfolio of corporate partners ensuring the processes of onboarding, as well as planning, execution, and follow up of all giveback engagements are coordinated and delivered with top-notch customer service
- Represent LSC at nonprofit corporate partner engagements, including volunteer opportunities, industry events, conventions, and elsewhere
- Ensure proactive communications and stewardship of current and potential corporate partners
- Support marketing with content for monthly corporate partner newsletters and other outreach and impact materials

#### Platform Management & Data Tracking

- Ensure programmatic data related to giveback events is created, collected, and tracked accurately, including being a superuser of our volunteer management platform (NOG)
- Facilitate consistent nonprofit and corporate partner onboarding and use of NOG platform

LSC is a fast-paced and growing organization. As such, the Community Engagement Manager will be expected to evolve in their role, perform tasks, and help teammates in ways not explicitly listed above.

### **REQUIREMENTS**

#### Minimum qualifications

- Bachelor's Degree and at least 5 years of professional working experience
- Poise and professional demeanor in communicating with a diverse range of stakeholders, in written and oral communications

- A self-starter who thrives working independently, but also enjoy team collaboration
- Stellar organizational skills, attention to detail, and consistent follow-through
- Strong desire to learn and grow professionally with a strong interest in Corporate Social Responsibility
- Exceptional ability to prioritize and manage multiple projects and meet deadlines
- Strong desire to dive in and learn about both Boston's life science industry and our nonprofit ecosystem
- Willingness to go the extra mile to ensure LSC exceeds expectations
- Enjoys working with quantitative and qualitative data
- Strong comfort using new tech platforms with a strong, existing knowledge of Google Suite and Excel; knowledge of Canva preferable

#### Helpful qualifications

- Knowledge of Boston's nonprofit landscape, trust-based philanthropic principles, and grantmaking processes
- Familiarity with basic tenets of Corporate Social Responsibility (CSR) and employee engagement

#### **Physical Demands**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of the job:

- The employee is regularly required to sit, stand, walk, bend, lift, and carry objects (up to 10 pounds)
- Some local and national travel is associated with the job
- In-office attendance, as well as event participation outside of the office, is required

#### **HOW TO APPLY**

To apply for this position, please send a resume & a brief, thoughtful cover letter to [recruiting@lifesciencecares.org](mailto:recruiting@lifesciencecares.org) with the subject heading in the following format: "Community\_Engagement\_Manager\_[YOUR FULL NAME]".