



Position Title: Director of Community Engagement

Reports To: Vice President, Advancement

Compensation: Salary based on experience

The Director of Community Engagement reports to the Vice President, Advancement and is a vital part of the organization's strategic goals around building capacity and community support to meet the growing needs of the older adult we serve.

The ideal candidate, is a results-oriented, high performing and motivated leader, focused on establishing strong, impactful partnerships with community leaders to equitably bring diverse people, voices, ideas, and information together to help expand our reach and support of our mission in the community.

Major Areas of Responsibility:

- Serve as a key member of the MOWOC fundraising leadership team, providing strategy and vision to build a robust and successful community engagement program that will strategically align with MOWOC's priorities and initiatives.
- Function autonomously and exercise discretion and independent judgment in developing strategies to outreach to and deepen relationships with community and government partners.
- Responsible for conducting outreach, including initiating, and maintaining relationships with potential community and government partners, and convening meetings and making individual contacts to effectively vet and engage identified partners with enthusiasm and purpose on a regular basis.
- Facilitate new and leverage existing strategic relationships between senior MOWOC's leaders (including MOWOC board members) and community and government leaders.
- Communicate effectively, navigating sensitive and complex community and political issues; through verbal and written media utilizing the established communications architecture for regularly reinforcing key messages on organizational priorities among community stakeholders.
- Create and maintain an up-to-date dashboard of relationships that examines and continuously evaluates these contacts and relationships to be reviewed regularly.
- Other duties assigned as part of greater Advancement initiatives including special projects.

Qualifications/Competencies:

- Undergraduate degree and three to five years of Community or Government relations in a non-profit or government agency required.
- Proven ability to lead people and projects, including well-developed organizational and communication skills.
- Knowledge of current community and political trends and understanding of what motivates engagement.
- Proficiency with the Microsoft Office 365 suite, including Outlook, Word, Excel, and PowerPoint

About Meals on Wheels Orange County:

Meals on Wheels Orange County is the largest nonprofit provider of nutrition and supportive services for at-risk older adults in Orange County. For over 50 years it has erased hunger and isolation through nutritious meals, friendly visits, and safety checks, and kept families together through adult day services. The organization delivers over 1 million meals to more than 10,000 at-risk older adults each year.

To apply, please visit our website at www.mealsonwheelsoc.org/about/careers and click on "see job postings" to apply.

Meals on Wheels OC is an Equal Opportunity Employer