



Thrive Hood River (formerly called Hood River Valley Residents' Committee) is a non-profit created 42 years ago to protect Hood River's farms, forests, special wild places and the livability of our urban and rural communities. Our work includes advocating for protection of the Hood River Valley's fertile orchard land and iconic wild places like Mt. Hood and the Columbia River Gorge. In our urban communities, we are working to increase housing and transportation choices and improve quality of life through investments in parks and off-road trails.

We're small but mighty. Through a committed board and staff, we've racked up an impressive track record over four decades. We live in this community, love it and want to leave an even better place for our children and grandchildren. If you have a passion for shaping the future of Hood River, we encourage you to apply to be part of our team. Find out more about us: <http://www.thrivehoodriver.org>

Community Engagement Director

Thrive is seeking a dynamic and organized new team member to help take our organization to the next level by engaging more people in land use planning and by mobilizing folks to advocate, volunteer and donate. The Community Engagement Director will work with community stakeholders and government leaders to engage them in our issues and projects through outreach, events, communications and marketing.

Primary Responsibilities:

Community Engagement

- Create educational forums and public events including planning, budgeting, volunteer recruitment, marketing and execution.
- Spearhead citizen engagement projects that bring ordinary people into planning. Develop outreach activities that promote Thrive and Oregon's land use program and build coalitions with a wide range of individuals and organizations.
- Provide special focus on increasing the diversity of people involved in planning and Thrive.
- Recruit and manage volunteers.

Communication and Marketing

- Develop and implement a communications plan. Manage the marketing and engagement tools needed to implement the plan.
- Create, produce and distribute printed and on-line materials to support messaging strategy.

- Plan and manage social media program.
- Work with executive director to keep website up-to-date and relevant.
- Assist with production of monthly e-newsletters and action alerts.
- Assist with publication of hard-copy newsletter – writing, layout, printing and mailing.
- Serve as effective spokesperson. Represent the organization well to its constituencies including supporters, volunteers, non-profit agencies, elected officials, grant funders and the general public.
- Speak on behalf of Thrive at public meetings, prepare press releases and written comments for news articles, letters to the editor, etc.

Fundraising

- Act as lead organizer for fundraising events including our gala event *H is for Harvest*.
- Work with Development Committee to cultivate individual and business donors.
- Participate in creation and implementation of annual fundraising plan.
- Play a lead role in researching grants, grant application preparation, management and reporting.
- Manage Thrive's donor database.

Policy

- Conduct research on smart growth best practices and provide guidance to Thrive board and executive director. Draft policy papers, testimony and public outreach materials to communicate Thrive's position.
- Collaborate with the executive director and board on strategy, goals and projects.
- Attend City, County and other community meetings as needed. Present testimony and prepare comment letters. Update board and executive director by preparing follow up reports.

Administrative Tasks

- Assist in preparation of budget.
- Ensure that organization has complete and accessible records of tasks overseen by Community Engagement Director.
- Take minutes at board meetings and other meetings as needed
- Other tasks may be assigned.

Preferred Skills/Abilities

- Strong storyteller - excellent written and verbal communication skills
- Organized and self-motivated
- Flexible, responsive, and able to manage diverse priorities
- Ability to work collaboratively with people of diverse ages, races and backgrounds
- Experience developing and delivering communications strategies, using multiple platforms including social media
- Experience designing and facilitating public involvement efforts
- Fundraising and grant writing experience
- Experience planning and supervising large scale events
- Experience in developing and managing budgets
- Experience working with volunteers in a leadership capacity

- Proficiency in Microsoft Office, google applications, and donor database programs
- Knowledge of Hood River and Gorge community a plus

Other Desirable Qualities

- Working knowledge of website & email management platforms, digital fluency: ability to learn new applications quickly.
- Working knowledge of an email marketing management platform (Vertical Response, Constant Contact, etc.)
- Working knowledge of Quickbooks and Adobe Creative Suite a plus
- Experience working with communities within Hood River County
- Ability to speak and write in Spanish
- Public speaking experience
- Live in Hood River County

Independent contractor position: \$20/hour, 20-25 hours per week. Includes occasional evenings and weekends. Requires the use of your own personal vehicle (mileage reimbursed), cell phone and computer (phone and internet stipend provided).

How to apply:

Send your resume with a cover letter telling us what you find interesting or challenging about this position in a single pdf to info@thrivehoodriver.org.

Applications without cover letters will not be reviewed. Please include "Community Engagement Director" in the email subject line. Open until filled.

We believe our mission is best advanced by contributions of people of diverse backgrounds, beliefs, and cultures. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.