



## Community Engagement Manager

The Dog Alliance is a 501(c)(3) nonprofit located in Cedar Park, TX with a mission of improving lives through the healing power of canine-assisted therapy. The Dog Alliance has the Hounds for Heroes, Bow Wow Therapy Dog, K9 Kids Camp, Train Your Own Service Dog programs and public dog training classes. For more information about the Dog Alliance, visit us online at [www.thedogalliance.org](http://www.thedogalliance.org).

The Dog Alliance is looking for a Community Engagement Manager whose primary job function will be to build and grow a strong volunteer engagement program.

### Responsibilities:

- Be a welcoming and informed resource for all volunteer related issues
- Actively work to enhance volunteer recruitment and retention efforts
- Work alongside with volunteers onsite and offsite at booths, fairs, and events
- Maintain and update volunteer records in the database
- Assist in planning and executive events
- Develop and implement stewardship plan for host/pet therapy sites and all volunteers
- Represent the Dog Alliance at public events and tv appearances
- Lead volunteer orientations, ongoing volunteer trainings, and identify new volunteer engagement opportunities
- Generate content for social media channels and monthly newsletter
- Other duties as assigned

### Requirements:

- Bachelor's Degree required
- 3+ years of experience in marketing, volunteer management, donor relations, communications, or development
- Ability to exercise sound judgement and be a skilled problem solver
- Must be an excellent communicator with the ability to interface with a variety of individuals
- Strong organizational skills and exceptional attention to detail a must
- A dog lover with a positive and friendly attitude
- Marketing skills and experience a plus
- Confident public speaker
- Must demonstrate initiative and enjoy working in a fast-paced environment
- Must be able to stand for several hours, bend, stoop, reach, and occasionally lift 40lbs

This is a full-time salaried position with benefits that include: paid holidays, paid time off, 401K match, health, vision and dental coverage. This position will work Tuesday – Saturday 9 am to 5 pm with some occasional evening or weekend work.

**To apply:** Applications must include cover letter describing interest in this position, a resume, and three professional references. Email [info@thedogalliance.org](mailto:info@thedogalliance.org) with Community Engagement Manager in email subject line. No phone calls will be accepted regarding this position.