



Title: Priority Populations Engagement Manager
Department: Transportation Department- Community Engagement
Reports to: Senior Community Engagement Manager
FLSA Status: Full-time, Exempt
Salary: \$90,000-\$100,000

About Community Housing Development Corporation

We strive to create vibrant communities by providing housing and supportive services. We aim to create a foundation for low to moderate-income individuals, families, and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve. CHDC is committed to building a staff that is rich in cultural, social, and experiential diversity.

Joint Program & DCAP Background

In 2015, CHDC expanded our services to help assist low-income families in accessing transportation services through our innovative [Driving Clean Assistance Program](#) (DCAP) in partnership with California Air Resources Board (CARB). The two programs offer financial assistance statewide in purchasing clean electric vehicles. Our advanced projections show that our organization will serve over 12,000 low-income families within the next 36 months in receiving financial assistance and/or grants that will assist them in purchasing a clean electric vehicle.

General Responsibilities

Under the supervision of the Senior Community Engagement Manager, Priority Populations Engagement Manager Populations will lead statewide outreach efforts for The Joint Program to reach African American & Indigenous communities. The Priority Populations Engagement Manager will work closely with our existing outreach networks to amplify our efforts to expand our programming across the State of California & will be responsible for building strong long-term relationships with community leaders and groups working to support low-income communities.

Responsibilities

- Build off the existing strategies CHDC has established to further develop and implement effective statewide outreach strategies to reach priority populations.
- Oversee statewide outreach coordination specifically with African American and Indigenous community members to increase knowledge of The Joint Program with key partners.
- Recruit, onboard, and support a network of community-based organizations leading on-the-ground outreach efforts specifically targeting African American & Indigenous communities.



- Negotiate and manage contracts with outreach partners who are leading on-the-ground outreach efforts specifically targeting African American & Indigenous communities.
- Manage community engagement coordinators and develop clear deliverables in partnership with the Senior Manager Community Engagement Manager to support team accountability.
- Support hiring as needed for the community engagement team and other DCAP departments.
- Facilitate regularly recurring meetings with outreach partners to support peer learning and broader collaboration.
- Actively lead community outreach activities and attend outreach events led by other partnerships.
- Support community engagement efforts occurring locally in the City of San Diego.
- Provide feedback and input on developing culturally relevant collateral promoting The Joint Program.
- Represent CHDC at relevant conferences and outreach events.
- Support the broader DCAP team by partnering with internal leaders as needed.
- Periodic travel to different locations in California to support outreach and relationship building with partners, leaders, and residents.
- Other duties assigned.

Qualifications

- Bachelor's Degree (or higher) in related field or comparable work experience minimum of 3 years' experience in related field of work.
- 2 years of supervision experience "preferably a mid-size team".
- Some budgetary experience and contract management experience.
- Proven track record of building relationships with internal stakeholders and external partner organizations.
- Ability to manage a diverse team of experts overseeing several projects simultaneously on time and within budget with the highest level of professionalism and integrity.
- Strong social skills and experience in community building.
- Motivates staff and volunteers to improve performance and further the mission of the organization.
- Strong Microsoft suites experience.
- Possess a high degree of organization, ability to solve problems independently, and work with others in a congenial and collaborative manner.
- Excellent communication skills, both written and oral, including experience with public speaking and facilitating meetings and training.
- Ability to work flexible hours, and a willingness to travel as needed.
- A background clearance is required.
- Proof of full vaccination is required from Covid-19.

Physical Requirements



- Must be able to remain stationary for extended periods of time.
- Must be able to move throughout the office, access files, and meet with community stakeholders.
- Requires the mental acuity to perform the essential functions as outlined in an accurate and timely fashion.

How to apply:

Please send application to Rhuntley@communityhdc.org

Benefits:

Medical Insurance, Vision Insurance, Life Insurance, AD&D insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 403 (B) Plan.