



## **Network and Community Engagement Manager**

**Location:** Remote but with the flexibility to travel up to 4x per year

**Eligibility:** We strongly prefer a Senior Fellow for this role; this individual must be based in one of the Humanity in Action countries (Bosnia and Herzegovina, Denmark, Germany, The Netherlands, Poland, or the USA)

**Type:** Full-time

**Salary Range:** Up to 75k USD depending on location, experience, and qualifications

**Anticipated Start Date:** April 2023

**Reports to:** Executive Director and corresponding National Director

**Organization Description:** Humanity in Action is a transatlantic educational organization with six teams working in Amsterdam, Berlin, Copenhagen, New York, Sarajevo, and Warsaw. Humanity in Action, Inc. is a New York City-based 501(c)(3) non-profit organization. We educate, inspire, and connect a global network of students, young professionals, and established leaders committed to promoting human rights, pluralism, and democratic values—in their own communities and beyond. Our programs enable constructive discussion and action in a changing world through innovative and inclusive approaches that bridge past and present.

**The Opportunity:** We are seeking a dynamic Network and Community Engagement Manager who is enthusiastic about building community and identifying opportunities to deepen and expand Senior Fellow relationships and engagement. This individual serves as a key member of the Humanity in Action team, spearheading Senior Fellow outreach, proactively connecting members of the community, and managing Salesforce. This requires skills to encourage and facilitate relationships among Senior Fellows based upon common interests, concerns, and activities. The work will involve contacting Senior Fellows through email and/or social media in order to update their profiles based on location, profession, associations, affiliations, skills, interests, etc. The Manager will develop a platform to enhance engagement and create opportunities for Senior Fellows to engage in ongoing interactions with one another through conversations or in-person meetings.

The Network and Community Engagement Manager needs to be enthusiastic about growing, maintaining, and strengthening the Senior Fellow network. This individual will take initiative and will look forward to the reward of defining a new position for the organization. We expect this Manager will make a long-term commitment to this role. The Manager will primarily report to the Executive Director and corresponding National Director.

### **Duties and Responsibilities:**

- **Alumni Outreach.** The Manager will identify new opportunities for “hubs” and connections within the Senior Fellow network. This individual will also take the initiative to engage Senior Fellows and reach out to alumni who have not been actively involved in Humanity in Action in recent years.
- **Programming.** Based on their work gathering data and creating hubs, this individual will develop and coordinate programming to promote alumni relations and build community based on different categories (locations, fields, professions, etc.).
- **International Collaboration.** This person will support Humanity in Action’s overall mission and will collaborate with all of the organization’s international offices. The Manager will also be involved in other office processes, including but not limited to Fellowships, programming, impact surveys, and reports.



- **Data Management.** This individual will be the primary team member responsible for consistently updating and maintaining Senior Fellow information in Salesforce. This person will contribute strategically to how Humanity in Action utilizes Salesforce in order to strengthen the Senior Fellow community.
- **Communications Support.** The Manager will collaborate with the Communications Team to launch and distribute a network-wide newsletter with community updates and opportunities. This individual will be both creative and innovative to increase effective engagement with Senior Fellows, also proposing ideas of their own.

#### Requirements:

- Proven experience in community organizing, student or young adult mentorship, and/or educational programming with an emphasis on community building and outreach, or related experience;
- Excellent English writing skills ability to transform plain text into visually appealing and easy-to-comprehend material for website and social media channels;
- Experience with GSuite and Microsoft Office are required; Salesforce, Mailchimp, Canva, Wordpress and various social media platforms are ideal, but are not a prerequisite;
- Capacity to employ appropriate language and tone to communicate effectively with different stakeholders of the Humanity in Action network.

**Work Culture:** Humanity in Action staff in the US, Bosnia and Herzegovina, Denmark, Germany, The Netherlands, and Poland develops and implements programming for change-makers and young leaders. We are a small team of collaborative people who take initiative, work well together and independently, look for innovative opportunities for the organization, and work with integrity.

This role is a good fit for you if you have:

- A genuine desire to support and lead in community building in this small international non-profit;
- Excellent verbal and written communications skills;
- Experience in basic data management;
- Attention to detail;
- The ability work in a patient, thoughtful, flexible, organized and dedicated manner;
- The ability to adapt to changing projects or workflows;
- Outstanding multitasking, organizational, and time management skills;
- A willingness to take ownership and initiative over assigned tasks and processes;
- Experience in an Alumni association.

To apply, please submit a cover letter (one page) and a resume (max. two pages) as well as the name and contact information of two professional references [here](#).

If you have any questions, please email [usa@humanityinaction.org](mailto:usa@humanityinaction.org) with the subject line: *Network and Community Engagement Manager Inquiry*. Applications close March 1, 2023 and will be reviewed on a rolling basis.

Humanity in Action is committed to providing equal opportunity in employment on the basis of individual merit and personal qualifications to employees and applicants for employment. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), marital or familial status, national origin, age, physical or mental disability, sexual orientation, gender expression or gender identity, citizenship status, covered military or veteran status, genetic information, status as a domestic violence victim, prior arrest of conviction, reproductive health decision making and/or any other classification protected by federal, state, or local laws. This Equal Employment Opportunity Policy is an integral part of our generally applicable personnel practices and procedures and applies to all terms and conditions of employment, including, but not limited to, hiring, promotion, compensation, benefits, termination, leaves of absence, training, the development and advancement of employees, and all other terms and conditions of employment. Any employee of Humanity in Action who violates this policy may be subject to disciplinary action, up to and including termination.