



Black Funders Network  
OF THE BAY AREA

### **Outreach & Engagement Manager**

The Black Funders Network of the Bay Area (BFN) is a regional membership organization working to advance the interests of African Americans in philanthropy and to address the impact of racial disparity within philanthropic institutions and African American communities in the San Francisco Bay Area. The Outreach & Engagement Manager will work closely with the Director to develop, design, and implement programs and communication materials for BFN members and stakeholders.

**Job Type:** Part-time up to 20 hours per week, NonExempt, Remote

**Reports to:** Managing Director

#### **Duties & Responsibilities:**

- Oversees and manages online community and ensures relevant content for members;
- Assists Managing Director in development and delivery of programming; collaborates to ensure robust group participation and alignment between online and offline programs;
- Locates, invites, and onboards eligible new participants to the LinkedIn group;
- Creates engaging online content and tests user receptivity;
- Serves as co-administrator of LinkedIn group;
- Scours philanthropy social media for relevant news and announcements to repost the group; acts as moderator for conversations where appropriate;
- Applies knowledge of philanthropy/foundation sector to all facets of work; and
- Other duties as required.

#### **Ideal candidates will have:**

- Professional experience working in the Bay Area philanthropy/foundation sector;
- 3+ years of online community engagement and strategic communications;
- Excellent writing skills: the ability to communicate information clearly is fundamental to this role, as the selected individual will develop materials that connect with a variety of internal and external stakeholders;
- Excellent communication skills: the ability to clearly communicate with the staff you are working with within the organization as well as external partners, consultants, you'll need to be on message, clear, and ask for clarity in return;
- A deep racial justice analysis and a strong ability to effectively use a progressive Black/racial justice frame of reference to write compelling copy and other engagement materials;
- Proficiency in data management tools and social media platforms (particularly LinkedIn);
- Familiarity with website maintenance (particularly Wix); and
- Strong time management and organizational skills

**Pay:** \$35 - \$40 per hour based on experience

***(Continued)***

Black Funders Network of the Bay Area is a fiscally sponsored project of [Community Initiatives](#), a registered tax-exempt 501(c)(3) nonprofit organization, EIN# 94-3255070.  
[www.blackfundersnetwork.org](http://www.blackfundersnetwork.org)



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**This job is ideal for someone who is:**

- Dependable -- more reliable than spontaneous;
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction;
- Detail-oriented -- would rather focus on the details of work than the bigger picture;
- Autonomous/Independent -- enjoys working with little direction but in conjunction with larger plans; and
- Collaborative -- enjoys interacting and working with a range of colleagues and contacts.

**COVID-19 Precaution(s):** Remote interview process. Will work remotely until further notice.

**Application Instructions**

Interested candidates should submit a resume, cover letter, and a social media sample to Summer Jackson, Managing Director, at [info@blackfundersnetwork.org](mailto:info@blackfundersnetwork.org).

**Equal Employment Opportunity**

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

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