



**Lopez Swim Center  
Community Engagement Manager  
Job Description**

**POSITION SUMMARY**

The Community Engagement Manager will serve as the key community ambassador for the Lopez Swim Center by building and maintaining relationships that increase community participation and engagement with the Center. Responsibilities include community outreach, annual fundraising, event planning and coordination, relationship building, and volunteer recruitment and coordination.

The Manager works closely with the Board and Swim Center management, and collaborates and reviews marketing and database work with the Marketing & Donor Database Coordinator. The ideal candidate has strong organizational, communication, and writing skills; the ability to foster positive relationships; and a self-starting, can-do attitude.

**PRIMARY RESPONSIBILITIES** include the following and additional duties as assigned:

**COMMUNITY ENGAGEMENT AND OUTREACH**

Working with the Board, staff, and committees:

- Lead the Swim Center's community engagement efforts.
- Plan and coordinate public and private community related events supporting the Swim Center.
- With support from the Marketing Coordinator, act as a primary liaison with community partners, organizations, and media to coordinate the dissemination of information about community programs and events.
- Work closely with the Swim Center Director to build and maintain organizational partnerships.

**VOLUNTEER MANAGEMENT**

- Cultivate, recruit, and manage volunteers related to community outreach, events, and fundraising activities.

**FUNDRAISING**

- Develop and execute semiannual fundraising appeals and the Swim Fund (Scholarship Fund), in close cooperation with the Board, staff, and fundraising committee.
- Develop sponsorship opportunities to support the Swim Center.
- Identify ways to strengthen fundraising.
- Work with the Donor Database Coordinator to ensure accurate donations records management. Document major donor interactions.
- Develop community engagement and fundraising budgets.

**MARKETING**

- Collaborate with Marketing Coordinator, and provide primary guidance, feedback, and review of marketing materials.
- In coordination with the Marketing Coordinator and Swim Center management, develop marketing, sponsorship, and partnership initiatives, including engagement with groups, such as local businesses, tourism and hospitality industry, community organizations, and others.
- Provide support and input on the marketing of memberships and the Swim Fund.



## **BOARD OF DIRECTORS AND COMMITTEES**

- Participate in board meetings and on select committees as appropriate, as an ex-officio Board member.
- Advise Board on community relations and outreach activities, and fundraising initiatives.
- Report to the Board on a regular basis on community relations and fundraising developments.

## **QUALIFICATIONS:**

- Commitment to and passion for the mission and values of the Lopez Swim Center and a commitment to strengthening the Lopez community.
- 2 years of relevant experience and a college degree or equivalent.
- Excellent communication skills; strong interpersonal skills.
- Ability to work independently, take initiative, and be flexible under a variety of circumstances; ability to work in a start-up environment.
- Impeccable integrity.
- Strong multitasking and organizational skills.
- Knowledge of fundraising strongly preferred.
- Experience in event planning and execution helpful.
- Proficiency with MS Office required.

## **Additional Beneficial Experience and Qualifications**

- Experience and connections with Lopez Island community.
- Business management and ability to work with data and budgets.
- Experience working with nonprofit organizations.
- Experience in recruiting, cultivating, and managing volunteers.

**LOCATION:** This position requires physical presence on Lopez with strong preference for candidates connected with the Lopez community. The Manager may work a combination of remote and in-office work (limited access to the Swim Center office space as schedule and space allows and the job requires).

**REPORTING:** Reports initially to the FLIP Executive Director and then to the Swim Center Director once they are engaged (expected early 2025).

**COLLABORATION:** Works closely with and is the primary contact for the Marketing & Donor Database Coordinator.

**HOURS:** This position is planned for ~25+ hours per week, with the expectation that the first year leading up to and including opening will require more hours. Flexible hours, including some weekends and evenings.

**COMPENSATION:** Hourly wage of \$32.50/hr.

**QUESTIONS:** Questions about this position should be directed to Matt Newman, FLIP Board Member and Search Committee Chair at [newmanm@gmail.com](mailto:newmanm@gmail.com), phone 206-915-5096.

**TO APPLY:** Email cover letter and résumé to [info@lopezislandpool.org](mailto:info@lopezislandpool.org) | Attn: Matt Newman/Search Committee  
*The position remains open until filled, with a desired start date of mid-late January 2025.*