



**Position Title: Community Engagement Manager**

**Reports To: Deputy Director**

**Hours and Term:** Full Time, Non-Exempt

**Start Date:** November 3, 2025

**Compensation:** \$50,000-\$55,000

**Travel:** Less than 10%

**Benefits:** Flexible PTO, SIMPLE IRA (3% employer match), Health Insurance (75% employer match), Monthly Telecommunications Reimbursement

### **About The Powerhouse**

The Powerhouse is a hands-on, STEAM-focused children's museum and community gathering space in Durango, Colorado. Our mission is to inspire curiosity, spark imagination, and empower lifelong learning through play, exploration, and discovery. We are seeking a versatile and community-oriented Community Engagement Manager to help us connect with supporters, strengthen our visibility, and host meaningful events that bring people together.

### **Position Overview**

The Community Engagement Manager is a dynamic, relationship-centered role that bridges fundraising, communications, and events. The position requires both coordination skills and working knowledge across these areas, with the ability to step in as needed to provide expertise. This role supports development and donor relations, guides and oversees marketing efforts carried out by our marketing staff, and leads the planning of both internal events and external rentals with the support of an event team.

### **Roles and Responsibilities:**

#### **Development Support (approx. 30%)**

- Support fundraising efforts through grant calendar management, research, and occasional grant writing.
- Assist with donor outreach, acknowledgments, and solicitation campaigns.
- Track and manage donations, ensuring accurate and timely records.
- Provide administrative support for development activities and campaigns.

#### **Marketing Oversight (approx. 30%)**

- Supervise the Marketing Coordinator to ensure strategies are executed on time and aligned with organizational goals.

- Oversee, make edits and approvals on marketing efforts such as newsletters, email campaigns, social media, and advertising — ensuring consistency and brand alignment.

#### **Events & Rentals (approx. 40%)**

- Organize signature Powerhouse events, including our annual Fall Fundraiser and community gatherings.
- Hire and manage external rental sales, serving as the point of contact for clients and ensuring excellent customer service.
- Hire, schedule, and supervise a part-time event team to run events on-site.
- Occasionally serve as the on-site event lead, with event hours balanced across the team.

#### *Other Duties as Assigned*

#### **Qualifications**

- Bachelor's degree in communications, nonprofit management, business, or related field (or equivalent experience).
- Experience in development, events, marketing, or community engagement roles.
- Strong project management and organizational skills with the ability to balance multiple priorities.
- Excellent written and verbal communication skills.
- Familiarity with CRM systems and donor databases (knowledge of Neon, Salesforce, or similar a plus).
- Supervisory or team coordination experience preferred.
- Willingness to work occasional evenings/weekends for events.

Email resume and cover letter to [sydney@powsci.org](mailto:sydney@powsci.org). Priority consideration will be given to applications received by October 1, 2025. Application will stay open until filled.