The full-time Manager of Community Engagement will work across departments and with partners to reach and engage northeast Florida's diverse communities. The manager will help develop and implement a strategy to promote community engagement that prioritizes positive outcomes and a sense of belonging for all, including marginalized audiences. The manager will work with an internal cross-departmental committee and community stakeholders to co-create and evaluate relevant and inclusive experiences that occur on and off campus and in the virtual realm and result in meaningful connections between the Museum and the community. In their role, the manager will center equity, inclusion, and belonging; embrace the Museum’s interdisciplinary teaching and learning approach; lead with art and gardens; and advance the Museum’s role as a leading national resource that brings people together through creativity, wellness, and lifelong learning.

**Essential Responsibilities:**
- Support the Museum’s mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect of individuals, commitment to our community, and accountability and ownership
- Support the Museum's commitment to creating a relevant and accessible museum with the highest quality artistic, garden, and learning experiences
- Work cross departmentally to develop and implement an outreach strategy that utilized community engagement practices and strategic placemaking processes to build bridges to Museum access and promote positive outcomes for the community, including marginalized audiences. (Placemaking is the process of working with community members to plan, design, and manage public spaces that promote people’s health, happiness, and wellbeing.)
- Manage existing and new cooperative relationships and work collaboratively with community leaders, public officials, business contacts, donors, and visitors to pave the way for future opportunities and partnerships.
- Manage operational planning and implementation of all community engagement activities. Serve as a key member of collaborative project teams to plan and implement signature Museum events, such as Summer at the Cummer and MLK, Jr. Day and as an important contact and source of information for stakeholders
- In collaboration with community partners and Learning and Engagement colleagues, assess current community program offerings and determine refinements as needed.
- Actively listen and be informed about community issues and needs, along with museum industry and non-profit trends
- Work with the Advancement Department to coordinate the identification, solicitation, and stewardship of prospects/donors
- Work with the Marketing and Communications team to effectively position the Cummer as a community leader and resource, drive community participation, and share the impact of our work.
- Work across departments to shape yearly adult & multi-generational program plans for the institution based on community needs and interests. Follow procedures and processes to ensure accessibility and inclusivity in all offerings
- Other duties as assigned

**Knowledge, Skills and Abilities:**
• Bachelor’s degree
• Minimum of 3 – 5 years of increasing responsibility in community outreach with a strong record of building long-term relationships
• Demonstrated track record of building, cultivating, and sustaining external partnerships that amplify the reach and effectiveness of the Museum and lead to measurable results for both the Museum and the community
• Demonstrated understanding that diversity, equity and inclusion are integral parts of effectively executing the Museum’s work. Deep interest in and willingness to develop and co-create programming that centers around diversity, equity, access, and inclusion and welcomes all people, including people from diverse backgrounds and marginalized audiences
• Ability to communicate effectively and with care and diplomacy, both verbally and in writing, when interacting with partners, vendors, staff, and volunteers.
• Bilingual preferred
• Ability to be a collaborative, creative, flexible, and resourceful problem solver
• Experience developing strategies, program plans, evaluation plans, and budgets to achieve organizational goals. Ability to analyze community needs, identify opportunities, and adapt strategy to changing conditions
• Possess excellent work habits: organization, planning, and time management skills; attention to detail; ability to meet deadlines in a fast-paced environment
• Proficient in Microsoft Office 365.
• Schedule will include some nights and weekends, such as Summer at the Cummer Friday evenings and community days such as MLK Day
• Valid Florida driver license

Direct Reports: None
Salary Range: $43,000- $48,000 annually (Exempt)

Qualified applicants send cover letter, résumé and salary requirements to the Cummer Museum of Art & Gardens, Attn: Human Resources Department, 829 Riverside Avenue, Jacksonville, FL 32204 or jobs@cummermuseum.org

EQUAL EMPLOYMENT OPPORTUNITY POLICY
The Cummer Museum’s policy is to provide equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, ancestry, national origin, gender (including pregnancy), sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other protected status as required by federal, state, or local law. The Museum’s intent and desire is that equal employment opportunities will be provided in employment recruitment, selection, compensation, benefits, promotion, demotion, layoff, recall, transfer, leave of absence, termination, and all other terms and conditions of employment.

COMMITMENT TO DIVERSITY
The Museum is committed to creating and maintaining a workplace in which all employees have an opportunity to contribute to the success of the institution and are valued for their skills, experience, and unique perspectives. In addition to being an important principle of sound business management, this commitment is embodied in Museum policy and the way it does business.