



Job Title: Community Engagement Manager	Venue: Fair Park Dallas
Company: Fair Park First	Department: Development
Reports To: Director of Strategic Initiatives	Supervises People (Y or N): N
Exempt or Non-exempt: Exempt	Number of Direct Reports: N/A

OVERVIEW:

Fair Park is a 277-acre public park and National Historic Landmark, with multiple venues, cultural attractions, and historic art and architecture. Fair Park First is the 501(c)(3) non-profit selected to oversee the management and stewardship of Fair Park since 2019. Fair Park First is reestablishing Fair Park as a welcoming place of opportunity for neighboring communities and a year-round destination for the best of Dallas history, culture, recreation, and events. Fair Park First has entered a sub-management agreement with OVG360 to serve as the daily operator responsible for the day-to-day operations, events management, marketing, food service, and facility maintenance. Fair Park First is the Manager and OVG360 is the Operator. Fair Park First is seeking a Community Engagement Manager for Fair Park First.

SUMMARY:

Fair Park First is seeking an enthusiastic, innovative, and dedicated Community Engagement Manager with excellent communication skills, the ability to handle multiple high-priority tasks simultaneously, and a desire to build and strengthen relationships with the South Dallas/Fair Park community. This full-time position is accountable for community outreach, partnership development, Fair Park Cultural District activation efforts, and special projects – all with an eye to expanding Fair Park First’s reach and impact.

The Community Engagement Manager is responsible for establishing and managing community relationships across Dallas with an emphasis on the South Dallas/Fair Park and southern Dallas communities. Through engagement, education, and relationship building, the manager will work to increase awareness of Fair Park, the Cultural District, and its offerings. This manager will assure that Fair Park First is visible and credible within the community, deploying multiple direct outreach and communication modalities, while developing and supervising a team to carry out the community relations agenda. This position will work closely with the marketing department to develop and deliver proactive community, marketing, and public relations strategies to advance Fair Park’s mission and inform internal and external stakeholders.

This person also plays a leading role in enhancing Fair Park’s relevance through special projects, partner events, and programming, including oversight of our internship program, growing current partner events like the MLK Food Park, developing new programming and promotion initiatives within the Fair Park Cultural District, and identifying/creating new partnerships across South Dallas.

The Community Engagement Manager will report to and work in close collaboration with the Director of Strategic Initiatives, along with the Visitor Experience Manager, OVG360 staff, the Fair Park First board, and other Fair Park First stakeholders.

Essential Job Functions (including but not limited to):

RESPONSIBILITIES:

- Cultivate relationships and partnerships with civic, corporate, faith-based, educational, and other community groups to meet mission goals.
- Refine Fair Park First’s cultural and community engagement tactics.
- Develop communication strategies for key issues and initiatives
- Implement community information strategies to ensure that internal and external constituencies receive accurate, timely, and credible information
- Establish a high standard of excellence, honesty, integrity, and professionalism in community relations and works with limited supervision making decisions involving the release and format of sensitive, strategic, and confidential information.
- Represent Fair Park First to key constituents, community organizations, and the community at large to

- deliver a consistent response and representation.
- Plan, coordinate, and implement a variety of community programs and events.
 - Regularly attend neighborhood meetings and community events to foster relationships and identify new partners and projects.
 - Develop new program ideas and content that further Fair Park's mission and goals and meet the needs of the neighboring communities.
 - Manage the summer high school internship program.
 - Recruit, train, and supervise the community engagement team.
 - Work closely with the marketing team to ensure successful marketing and communication strategies are in place for the community.
 - Assist in operational duties and special projects as needed.
 - Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made for individuals with disabilities to perform essential functions.

Education and/or Experience:

- High School diploma or G.E.D.; some college/college degree preferred.
- Minimum (4) years of experience in community engagement, programming, and/or education for a complex organization
- Non-profit experience, highly desired
- Overall knowledge of South Dallas/Fair Park community a plus

Skills and Abilities:

- Strong diplomacy and interpersonal skills with the ability to build relationships
- Excellent communication skills, both written and oral
- Experience in community outreach with knowledge of the South Dallas community.
- Organized and detail-oriented.
- Able to prioritize and manage multiple projects, tasks, and deadlines.
- Creative problem-solving skills.
- High level of comfort in taking initiative and willingness to navigate new situations.
- Highly resourceful team player, with the ability to be effective independently.
- Ability to thrive in a fast-paced environment and work well under pressure, demonstrating persistence, perseverance, integrity, and patience along the way.
- Ability to deal with unexpected situations calmly and professionally.
- Professional appearance and positive attitude.
- Proficient in Microsoft Office.

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This job description is subject to change.

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