



Job Title: Director of Community Engagement	Venue: Fair Park
Company: Fair Park First	Department: Community Engagement
Reports To: Chief Operating Officer	Supervises People (Y or N): Y
Exempt or Non-exempt: Exempt	Number of Direct Reports: 1

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.

SUMMARY:

The Director of Community Engagement will play a pivotal role in developing and implementing strategies that foster positive relationships between Fair Park First and the communities we serve. The position is responsible for creating, executing, and overseeing organization-wide initiatives that engage, empower, and connect our organization with various stakeholders, including residents, businesses, government agencies, and nonprofit organizations. This role will lead the development and execution of strategies for all projects, programs, and initiatives that not only engage but empower community members to actively participate in co-creating and shaping the campus in ways that foster positive revitalization and uses.

In addition, the Director of Community Engagement will be a primary representative to community-level public officials and relevant community public agencies to generate awareness and encourage collaboration. This role is responsible for keeping an eye on any proposed legislation, emerging issues, external development, and trends to determine the potential impact on the organization and surrounding community.

The Director of Community Engagement will work closely with the Fair Park First Board of Directors, OVG staff, advisors, consultants, tenant organizations, and other Fair Park First stakeholders. The position reports to the Chief Operating Officer, manages the Community Engagement team, and works directly with the Senior Project Manager.

Essential Job Functions (including but not limited to):

- Develop and implement a community engagement strategy encompassing outreach efforts, event planning, training, neighborhood mapping, communication channels, and community partnerships.
- Establish and nurture strong relationships with community partners, including local businesses, civic groups, educational institutions, and nonprofit organizations to expand Fair Park’s presence.
- Collaborate with community members, grassroots organizations, and local leaders to co-create and implement innovative community-building initiatives that are meaningful to them.
- Manage community events, workshops, and initiatives that promote community involvement and support Fair Park First’s mission.
- Communicate regularly with key stakeholders, including community leaders, elected officials, and neighborhood representatives to build trust and credibility for Fair Park.
- Act as a liaison to address community feedback, concerns, and issues.
- Implement mechanisms to amplify community voices, ensuring that diverse perspectives are heard and considered in the resource allocation and decision-making processes.
- Build strong working relationships with various departments, including marketing and events to align community engagement efforts with overall organizational goals.
- Be a resource for colleagues, providing relevant data, insights, training, and assistance to engage effectively with the communities they serve and make informed decisions.
- Work with the marketing and programming teams to create ways to reach community members through multiple mediums and offerings that bridge generational, technological, and cultural gaps within the South Dallas communities and beyond.
- Develop metrics and evaluation tools to assess the effectiveness of community engagement initiatives and prepare critical and timely reports for leadership, board members, and other groups as needed.
- Recruit, train, and supervise the community engagement team and volunteer Community Council.
- Establish a high standard of excellence, honesty, integrity, and professionalism in community and government relations and work with limited supervision making decisions involving the release and format of sensitive, strategic, and confidential information.

- Represent Fair Park First, its values and priorities, in the community and with the public.
- Coordinate with city officials, local businesses, and community organizations to support fundraising efforts.
- 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 represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's degree in community development, public relations, social work, communications, social sciences, or a related area of study.
- Minimum (7) years of relevant work experience in community engagement, programming, and/or education for a complex organization in lieu of a bachelor's degree.
- Experience working in the South Dallas area preferred.
- Non-profit and/or start-up experience highly desired.

Skills and Abilities:

- A motivated self-starter is required. This is a hands-on role, requiring vertical flexibility.
- Strong diplomacy and interpersonal skills with the ability to build relationships in both the community and with our affiliates in the City of Dallas.
- Experience in community outreach with knowledge of the South Dallas community essential.
- Experience in building and maintaining relationships with municipal agencies, elected and appointed officials, and their offices desired.
- Must have the ability to handle multiple and demanding tasks simultaneously on tight deadlines.
- Excellent communication and management skills.
- Organized and detail-oriented.
- Able to prioritize and manage multiple projects, tasks, and deadlines.
- Creative problem-solving skills.
- Willingness to learn.
- 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.
- Proficient in Microsoft Office.

To Apply:

Please complete an application at <https://getpayroll.evolutionadvancedhr.com/JobApplication.aspx?jobpostingkey=e36d02c6-d267-4fab-aa0d-aff1046dd251>

FAIR PARK FIRST IS AN EQUAL-OPPORTUNITY EMPLOYMENT EMPLOYER.

This job description is subject to change.