

# Program & Engagement Manager (Part-Time)

**St. David's Jubilee Center – Englewood, FL Part-Time | Community Leadership | Mission-Driven Nonprofit**

St. David's Jubilee Center is seeking a mission-focused **Program & Engagement Manager** to lead our signature outreach programs, strengthen community partnerships, and serve as a key public representative of our work. This part-time requires a confident, relational leader who can manage programs, engage donors, and contribute strategically to Jubilee's long-term sustainability.

## About the Role

The **Program & Engagement Manager** provides leadership for Jubilee's core programs, oversees community and donor engagement, and supports strategic initiatives that advance our mission of compassion, dignity, and service. This position is highly relational, public-facing, and central to Jubilee's visibility and impact in the community.

The Program & Engagement Manager works collaboratively with the Operations Manager and, when applicable, the Church Leadership. This role assumes leadership of fundraising activities. The position functions as a **co-manager** within Jubilee's leadership structure.

## Key Responsibilities

### Program Leadership

Lead planning, coordination, and execution of Jubilee's major programs:

- Backpack Program
- Christmas Shoppe
- Community food drives
- Outreach and tabling events
- Seasonal and special distribution initiatives

Ensure programs run smoothly, volunteers are supported, and partners remain engaged.

### Community & Donor Engagement

Strengthen Jubilee's presence and relationships through:

- Donor communications, acknowledgments, and stewardship
- Social media management and website updates
- Updated brochures, flyers, and outreach materials
- Public representation at community events and partner meetings
- Engagement with churches, civic groups, schools, and local businesses

## Strategic & Reporting Responsibilities

Support Jubilee's long-term sustainability through:

- Monthly reporting to the Vestry
- Grant writing, data collection, and program documentation
- Assuming fundraising leadership
- Participation in co-manager leadership responsibilities and organizational planning

## Qualifications

### Required

- Strong leadership and project-management skills
- Excellent communication and relationship-building abilities
- Experience in community engagement, program coordination, or nonprofit work
- Proficiency with social media and basic digital communications
- Comfort representing Jubilee publicly and working with diverse populations
- Ability to manage multiple priorities with professionalism and initiative

### Preferred

- Experience with donor relations or fundraising
- Grant writing or data-tracking experience
- Background in volunteer coordination
- Basic graphic design or content creation skills
- Experience in faith-based or community-service organizations

## Core Competencies

- **Leadership:** Confident program oversight and collaborative decision-making
- **Engagement:** Strong interpersonal skills with donors, partners, and volunteers
- **Communication:** Clear, compassionate, and mission-aligned messaging
- **Organization:** Ability to manage complex program cycles and deadlines
- **Professionalism:** Represents Jubilee with integrity and respect
- **Strategic Thinking:** Contributes to planning, reporting, and fundraising efforts

## Work Environment & Schedule

- **Part-time position** (hours to be determined based on program cycles and seasonal needs)
- On-site at St. David's Jubilee Center
- Some evening or weekend hours required during major programs and events
- Works closely with Operations Manager, Vestry, volunteers, and community partners