



Metro Blooms

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Minneapolis, MN 55407
651-699-2426
www.metroblooms.org

POSITION POSTING: DIRECTOR OF ENGAGEMENT

Job Title: Director of Engagement

Reports To: Executive Director

Status: Flexible, exempt (30-40 hours/week)

Starting Wage: \$24-26/hour (depending on experience). Benefits include generous paid time off, paid holidays, paid staff development, health insurance, family leave, and retirement benefits.

Start Date: Early October 2021

WHO WE ARE

Metro Blooms is a nonprofit partnering with communities to create resilient landscapes and foster clean watersheds, embracing the values of equity and inclusion to solve environmental challenges.

Metro Blooms celebrates diversity and is committed to creating a positive and inclusive environment for all employees and applicants. We don't just accept difference, we thrive on it for the benefit and resilience of our employees, our programs, and our community. We are passionate about creating a diverse workforce that promotes the values of equity.

POSITION SUMMARY

Metro Blooms strives to center equity and inclusive participation in our work, co-creating projects that are responsive to the communities we serve.

The Director of Engagement is a voice for Metro Blooms to foster and support relationships connecting our work with environmental projects in the communities we serve as we build capacity for our shared missions. We work across multiple sectors, partnering with local governments, property owners, community organizations and residents. The Director of Engagement is a bridge in this work, challenging and facilitating positive growth towards a shared mission.

While our engagement work is currently focused in the Twin Cities metro, our Blue Thumb partnership and education programming extends statewide. There is opportunity and need for expanded equitable engagement programming through Blue Thumb. This includes connecting BIPOC communities statewide to environmental projects and funding for residents and communities through the Lawns to Legumes program.

As a member of the directors' team, the Director of Engagement works with the Executive Director to chart Metro Blooms' strategic response to organizational and sector challenges and to create an

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atmosphere of high engagement from staff and partners. Directors play a critical role in administration and oversight of their program area operations, including budget management. Directors participate in the annual planning and budgeting process, and develop organizational capacity, programming, and funding related to their program area. Directors are responsible for identifying and developing revenue and funding partnerships to support their program area, as well as organization-wide objectives.

Internally the Director of Engagement leads an engagement team of 2–4 staff and volunteers, providing effective, inspiring and active leadership so that members develop broad and deep understanding of their purpose, role and contributions. This position ensures that Metro Blooms' external programming and internal culture align with the organization's commitment to diversity, inclusion and engagement.

The Director of Engagement provides day-to-day leadership and mentorship of engagement staff to advance professionally and grow in their community-focused relationships. At Metro Blooms, we strive to support the agency of our engagement staff to develop and implement projects within their communities, and to collaborate within our project-based teams to help our community partners implement environmental projects locally.

Key initiatives for 2021-2022 include:

- 1) Advancing BIPOC community participation in neighborhood-wide environmental projects in North and South-Central Minneapolis.
- 2) Amplifying renter voice, capacity, power and funding to implement and care for resilient outdoor spaces that meet the needs of the residents in affordable and public housing communities. We center transparency and resident engagement in this work. [Please review our guiding principles for this work here.](#) The Metro Blooms engagement team leads partnerships to co-create livable, resilient outdoor spaces.
- 3) Advancing participation in the Sustainable Landcare Training program and co-creating pathways to quality work in the green jobs industry. This includes the following:
 - a) Increase postsecondary credentialing of BIPOC and LGBTQ youth and young adults.
 - b) Connect workers to family-sustaining, high-quality, and resilient careers in green infrastructure.
 - c) Engage crews and contractors in adapting new green infrastructure technologies and skill set needs, such as native plant identification and vegetation management.
 - d) Facilitate equitable compensation for youth and young adults including access to benefits, skills development, on-the-job training and career pathways in the organization.
- 4) Advancing special projects and aligning them with the above initiatives, including YPAR and the Hub Residency.

Estimate of hours spent by work category and related activities:

Project Management (30%):

A project manager supports engagement on assigned projects and ensures all aspects of the project are carried out on time and within budget, including the following responsibilities:

- Become proficient in the use of the Asana platform and use it for project and timeline management.
- Track multiple project budgets and ensure accurate accounting and reporting.
- Select project teams to implement objectives.

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- Act as key contact for partner communications.
- Schedule and lead engagement team meetings.
- Track and coordinate with team members on assigned project details related to installation, education, and/or sustainable landcare projects. Depending on the project, this may include management of the development, engagement, design, installation, establishment, training, reporting, and/or evaluation of the project.
- Co-create project evaluation with project stakeholders.

Relationship Building (30%)

Facilitate the development of authentic and mutually beneficial organizational relationships with environmental justice communities who share our vision for resilient landscapes and community participation in creating and caring for urban green spaces that protect clean water and habitat.

This includes the following:

- Facilitate the Blue Thumb Environmental Justice Hub.
- Lead and attend meetings and outreach events with community partners and collaborators relevant to advancing key initiatives.
- Invite community partners to Metro Blooms events to meet staff, board members and other partners.
- Coordinate, facilitate, and lead project-related community engagement events.
- Facilitate project stewards and other volunteer engagement and connections.

Communications Campaigns (20%):

Leadership of organization-wide, equitable engagement and communications, including collaboration with multiple internal and external project teams to share information. This includes the following:

- Facilitate access to workshops and installations for external BIPOC audiences related to resilient yards, bee lawns, pollinator plantings and sustainable landcare.
- Participate with the communications team to create and share information on social media and other media that is relevant and accessible to our community partners.
- Collect and share data on programs for reporting and/or evaluation.

Other Responsibilities (20%):

- Record time details using Intuit, including job class and customer.
- Work with accounting staff to ensure accurate estimates and reporting through Quickbooks time, expense and accountability tracking.
- Ensure grant and contract reporting is completed on time and that all deliverables are met.
- Work with Metro Blooms' grant team to identify funding prospects and to draft compelling funding proposals to advance Metro Blooms' programs and mission.
- Other duties as necessary to achieve program objectives.

Qualifications:

- **Education and/or Experience.** Community-organizing experience. Connection to environmental communities in North Minneapolis. Experience in and knowledge of equitable engagement principles and environmental justice. Experience in managing project budgets and meeting timelines.

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- **Access to technology.** Access to high-speed internet and a mobile phone.
- **Skills, Knowledge, Abilities.** Knowledge of Metro Blooms' projects and programs. Excellent communication skills. Ability to develop and maintain good relationships with partners, volunteers and staff. Passion for environmental justice and community-building.
- **Must pass a background check:** This position includes working with youth.

To Apply: please send a resume and two professional references to becky@metroblooms.org.
Position open until filled.

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