



## **Canalway Partners – Community Engagement Specialist**

Immediate Opening

Canalway Partners, a cultural heritage organization, is seeking a highly qualified candidate for the full-time newly-created position of Community Engagement Specialist. The candidate is expected to foster community partnerships, support grant applications & corporate sponsorships, reinforce a membership program, and contribute to digital media content.

Canalway Partners is a 37-year-old non-profit 501(c)3 with a long history of community engagement. We work to preserve the natural and cultural experiences of the Ohio & Erie Canalway National Heritage Area. We serve as a catalyst for projects and programs that connect people to place for the prosperity of all. The National Heritage Area program is affiliated with the National Park Service and works closely with Cuyahoga Valley National Park.

The Specialist reports to the Executive Director and collaborates with the staff, board and partner organizations. The position is based in Cleveland, OH with extensive WFH options.

### **Responsibilities**

The Specialist is expected to engage in all aspects of community engagement from establishing & expanding partnerships, communicating with stakeholders, and identifying & supporting opportunities to support Canalway financially.

### **Duties include:**

- Act as a liaison between Canalway and community partners. Recommend and develop new partnerships and funding opportunities for events, activities, and projects. Build and reinforce Canalway relationships.
- Draft grant application, monitor activities, and file status reports with funders. Identify grant opportunities and manage yearly grant calendar.
- Identify and coordinate community outreach activities which may include event tabling.
- Establish and maintain a vibrant membership base using best practices. Track and manage appreciation standards for donor base. Develop appreciation events & engagement opportunities for members.
- Support the Director of Marketing to curate content such as photos and video at events. Write blog, social media posts or web content as necessary.
- Maximize sponsor support through regular communication channels. May include in-person meetings or attending networking & community events.
- Attend all special events and perform tasks as necessary. Many events are on weekends and evenings and are scheduled annually.
- Collaborate with staff and board to execute the goals of the annual work plan including the development of a volunteer program and communications programming.
- Other duties as requested by the ED

**Qualities:**

- Strategic, creative thinker who can express complex subjects clearly and imaginatively.
- Dynamic personality & self-starter who can build relationships with the board, general public, partner organizations and volunteers.
- Detail-oriented, innovative thinker who can juggle multiple projects and priorities.  
Technology champion who can use digital tools and databases to help an organization run efficiently. Use data to inform decision-making. Must be comfortable learning new systems and searching out new solutions.
- Flexible personality with both time and energy, understanding that as a public and community-orientated organization, many events and obligations may occur on evenings, weekends, or on holidays. Work days and hours may adjust accordingly.

To qualify for consideration, the ideal candidate should possess:

- Minimum of 3 years work experience in a related field (e.g. non-profit community relations, communications, grant writing) and a bachelor's degree from an accredited university or combined workplace equivalent.
- Experience, interest or training in environmental or natural sciences, history, outdoor recreation landscapes, or land use planning is beneficial.
- Experience with non-profits, on either a paid or volunteer basis, is beneficial.
- Proficiency in Microsoft Office and donor management CRM databases; experience with Adobe Creative Suite (ie InDesign, Illustrator, and/or Photoshop) or similar, familiarity with Content Management Systems (CMS) such as WordPress.
- Valid driver's license and reliable transportation required.
- Applicants may be subject to a background check.

Compensation: Base salary between \$42,000 - \$48,000 dependent on skills and experience, health care assistance, disability and life insurance, flexible schedule, and generous PTO policy.

Application process: Submit cover letter, resume and three writing samples in a **single** PDF file format to Mera Cardenas, Executive Director, Canalway Partners at [mera@canalwaypartners.com](mailto:mera@canalwaypartners.com) Title your email "Community Engagement – <first name / last name>".

Writing samples may include letters (eg donor acknowledgement), newsletter articles, publications, press releases, or grant applications. Links to digital assets such as websites or social media accounts may be included if the applicant was primarily responsible for content. Selected applicants will be contacted to participate in the interview process. Interviews will be conducted on a rolling basis and the position will remain open until filled.