



Position Description: **Community Engagement Manager**

Position Overview

The [Placer Land Trust](#) (PLT) Community Engagement Manager (CEM) furthers Placer Land Trust's mission by sustainably expanding its capacity through community involvement. The work is primarily office-based, with a portion of time dedicated to field events and community outreach. The CEM will be a part of Placer Land Trust's Engagement Team (fundraising, communications, outreach) that operates in a mutually supportive fashion, with administrative supervision provided by the Donor Relations Director (DRD).

This is a 1.0 FTE, exempt position. The position may require frequent work during evenings and weekends, and occasional travel within or outside of Placer County. Flexible work hours and telecommuting options will be arranged upon approval of supervisor.

Job Responsibilities:

-  Perform according to PLT's [core values](#) in support of its mission and vision.
-  Incorporate and demonstrate values of equity, inclusion, diversity, and access to land (IDEAL) in all work matters.

Community Engagement (50%)

- Oversee the development, implementation, and assessment of annual engagement plans and activities to recruit and engage members/supporters in pursuit of organizational and IDEAL goals.
- Cultivate, develop, steward, and enhance relationships with top priority conservation and community partners (public agencies, non-profit organizations, affiliations, etc.) and/or support relationships developed by other PLT staff members, with emphasis on identifying and prioritizing organizations and entities that have potential to advance IDEAL goals.
- Lead the implementation of existing annual engagement outreach events, including but not limited to those listed below, and development of new events as time and capacity allow.
 - Symphony Under the Sky (1)
 - Protected Lands Float (1-3)
 - Nature Quest (5)
 - TrailAble Mobility Day (1+)
 - Open Trail Days (2-3)

- Manage “Breathing Spaces”, a conduit to provide access to private PLT preserves for community groups and entities to benefit their organizational goals.
- Manage Independent Use Agreements for key former and current staff and volunteers to recreate independently on, and help keep an eye on, private PLT preserve(s).
- Coordinate with and support engagement efforts undertaken by other staff or volunteers, as needed.

Community Outreach (30%)

- Lead and support the volunteer-led Community Council to raise awareness and support PLT and land conservation in the region.
- Manage community presentations and tabling opportunities within Placer County (with emphasis on western Placer County) and the greater Sacramento region, including:
 - Identify and prioritize opportunities to ensure fit for mission, needs, impact, and capacity.
 - Conduct or coordinate presentations and tabling opportunities, securing volunteers when appropriate and track engagements.
 - Manage volunteer PLT Ambassadors group including stewarding, scheduling, training, and clear communication.
- Assist the Media Manager (MM) to implement social media strategies through Facebook and Instagram by developing content, managing posts and interacting with members and the public.
- Assist current CEM with the recruitment, onboarding, and management of PLT volunteers. NOTE: We will potentially hire a separate Volunteer Coordinator in early 2027 to lead the volunteer program, but either way, the CEM will work closely with volunteers.

Fundraising (10%)

- Support grant seeking opportunities to support volunteer and engagement activities.
- Support fundraising events as needed.

General (10%)

- Participate in staff meetings, retreats, fundraising events, and other PLT activities.
- Fulfill general office & administrative tasks (e.g., timesheets, expense reports, board reporting, workspace organization) in a timely and accurate manner.
- Assist with annual program planning and budgeting.
- Other responsibilities as needed.