

Arts & Sciences Center

Job Title: Community Engagement Strategist

Employment Type: Part-Time

FLSA Status: Non-exempt

Department: Communications

Reports To: Executive Director

Job Summary

The Community Engagement Strategist is responsible for building the relationships, visibility, and systems that position ASC for long-term growth and an ambitious capital campaign. Through community engagement, brand stewardship, strategic partnerships, sponsor and funder cultivation, volunteer and participant engagement, and constituent relationship management, this position will play a critical role in serving as a visible ambassador to help strengthen ASC's connection with the community.

This part-time, hybrid position reports directly to the Executive Director. The Community Engagement Strategist is expected to work 19 hours per week with flexibility in scheduling to support networking opportunities and work-life balance. Compensation ranges from \$26–\$30 per hour, commensurate with experience.

Key Responsibility Areas (KRAs):

Engagement Strategy

- Develop and implement a comprehensive plan to increase awareness of and engagement with ASC
- Represent ASC at community meetings, events, and other networking opportunities
- Build authentic relationships with community leaders, nonprofits, schools, businesses, government agencies, and other stakeholders
- Identify opportunities to increase participation in ASC's programming and offerings

Communications and Brand Strategy

- Strategize, prioritize, and generate all marketing and public relations efforts and advertising campaigns
- Gather, manage, and utilize marketing content and collateral
- Monitor effectiveness of branding efforts and adjust strategies for maximum engagement and awareness

Funding Relationships

- Support the Development Manager in nurturing relationships that may lead to funding opportunities
- Help position ASC within the philanthropic community as a trusted organization worthy of long-term investment
- Identify opportunities for strategic collaborations, sponsorships, and community partnerships

- Assist with fundraising campaigns, donor communications, and community giving initiatives as needed

Volunteer & Participant Engagement

- Develop strategies to recruit volunteers and participants in support of ASC programs
- Coordinate volunteer recruitment and onboarding in collaboration with the Programs Director
- Lead outreach efforts that increase participation in educational programming and community events
- Support systems that foster meaningful, long-term community engagement

Data & Reporting

- Identify and report on Key Performance Indicators (KPIs) for the Communication department
- Develop workflows, processes, and reporting systems that improve constituent engagement
- Track constituent interactions and ensure timely follow-up, stewardship, and communication
- Generate reports and analytics that support outreach, fundraising, marketing, and organizational decision-making

Preferred Qualifications

Technical

- Bachelor's degree in communications, marketing, nonprofit management, business, public relations, or a related field, or equivalent professional experience
- Proven experience in community engagement, nonprofit communications, marketing, external relations, fundraising, or a closely related field
- Experience with HubSpot CRM, including contact management, workflows, segmentation, reporting, email marketing, automation, and constituent lifecycle management, and knowledge of CRM systems as strategic tools to strengthen donor stewardship, volunteer engagement, marketing, and organizational growth
- Experience supporting fundraising initiatives, organizational growth, major donor cultivation, or preparations for capital campaigns is highly desirable

Behavioral

- Demonstrated success developing strategic community partnerships and cultivating lasting professional relationships
- Strong knowledge of Hawai'i's nonprofit, philanthropic, business, and community landscape, with established relationships in East Hawai'i strongly preferred
- Understanding of the unique opportunities and challenges associated with serving rural communities
- Exceptional written and verbal communication skills, including public speaking and presentation experience
- Strong organizational and project management skills with the ability to manage multiple priorities simultaneously

-Self-motivated, collaborative, and comfortable working both independently and as part of a small, mission-driven team

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

This position requires a Bachelor's degree and 5 years of previous experience.