



Nine Mile Creek Discovery Point

12800 Gerard Drive

Eden Prairie, MN 55346

(952) 206-0980

ninemilecreek.org

Position Announcement

Position Title:	Communications and Public Engagement Manager
Position Status:	Full Time
FLSA Status:	Exempt
Salary:	Salary range is \$58,400-\$87,600; initial salary dependent on qualifications and experience.
Location:	Eden Prairie, MN (Hybrid)
Reports To:	District Administrator

POSITION PURPOSE

The Communications and Public Engagement Manager is responsible for leading the strategic planning and implementation of internal and external communications for the Nine Mile Creek Watershed District. The manager also provides for the development and implementation of communication and public engagement initiatives that support education, capital projects, and other program areas of the district.

ESSENTIAL FUNCTIONS

The Communications and Public Engagement Manager may be responsible for the following functions:

- Oversees the communication and education program and staff, and reviews work of staff, consultants, and interns as needed to achieve communications and education program goals.
- Coordinates strategic planning for the district's communications, education, and public engagement efforts.
- Develops, implements, and monitors an annual work plan for district's communication and education program.
- Prepares and monitors the communication and education program budget.
- Administers contracts for program and consultant services, including requests for proposals, scopes of work and cost estimates.
- Plans, develops, and executes strategic communications for the district, which includes overseeing internal and external communication initiatives for the district, media relations, print and digital communications, and community relations strategies to address both ongoing and emerging issues. Leads content development and optimization for the district's

website, social media, video productions, and other electronic communication channels. Reviews and edits district communications prior to publication.

- Prepares the district's annual communication and annual report and coordinates the development of standard templates for district use.
- Plans, develops, and executes public engagement for the district and the district's projects. Leads stakeholder outreach and works to increase participation from underrepresented communities.
- Leads initiatives aimed at raising public awareness of the district's work and impact.
- Collaborates, coordinates and networks with district staff, professional organizations, cities, agencies and educational institutions on topics that promote the district's mission and goals and expanding the district's ability to reach target audiences in an effective and coordinated way.
- Identify, define and develop funding sources to support planned projects, as well as lead the development, writing, and submission of grant proposals to federal, state, and other funding agencies.
- Adheres to district policies and best practices in communications and public engagement, while prioritizing the district's commitment to diversity, equity, inclusion, and accessibility (DEIA) in communication and public engagement strategies.

ADDITIONAL FUNCTIONS

- Assist in board meeting preparations, including preparing reports and memos for the board of managers; attend and participate in board meetings, as required.
- Participate as a member of the staff team by contributing ideas, providing feedback when requested, and helping where needed for district projects and programs.
- Effectively represent the district to other local units of government, the Nine Mile Creek Watershed District Board of Managers, partner organizations, and the public.
- Stay up to date with developments in the field of water and natural resources, communications, and public engagement.
- Other duties, as assigned.

MINIMUM QUALIFICATIONS

This position requires a bachelor's degree with a minimum of five (5) years professional work experience in communications, journalism, marketing, public relations, public engagement or similar field with demonstration of increasing authorities and responsibilities. Experience working with a government entity is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

The following is a list of preferred traits and experience for this position. Experience with all the items below may not be required to hold the position.

Knowledge of:

- Microsoft Office suite software and common software used in communications such as portable document format (PDF) software, website content management software, graphic design software, photo management software, and related technology.
- Principles, best practices, and current and emerging trends in communications, marketing, community relations, and public engagement.
- Digital communications strategies and best practices, including skills in and proficiency with website, social media, and other common communications-related technology platforms.
- Principles and best practices for incorporating DEIA goals into communications, community outreach initiatives, and public engagement.
- Government decision-making processes.

Skill in:

- Planning and organizing, project management, problem-solving, innovative thinking, and supervising and staff training.
- Written communications and editing skills.
- Technology and digital communications platforms.

Ability to:

- Communicate effectively, both orally and in writing.
- Prepare technical materials and reports, including translating materials and reports into plain language.
- Establish and maintain effective working relationships with district partners, district staff, and the public.
- Multitask, meet deadlines, and shift priorities, as needed.
- Be organized, attentive to details, and ensure accuracy of information and communications.
- Work and remain dependable while juggling multiple priorities.
- Think quickly, assess a situation, and make sound decisions and recommendations.
- Work independently with a minimum of supervision, use good time management practices, and set priorities to balance a diverse workload.

Other:

- Valid driver's license.
- Ability to work occasional evenings and weekends.

PHYSICAL REQUIREMENTS

This work regularly requires sitting or standing for extended periods of time while working at a computer in an office setting. This work occasionally requires moving and carrying equipment up to 50 pounds. This work occasionally requires working outside in varied weather conditions.

Performing the duties of this job requires the use of personal computers, including word-processing, telephone, and copy machines.

SUPERVISORY RESPONSIBILITY

This position is responsible for overseeing the Education & Outreach Coordinator. This position may be responsible for contractor, consultant, intern, and volunteer supervision and performance.

POSITION BENEFITS

Nine Mile Creek Watershed District offers excellent benefits, opportunities for growth, and a collaborative work environment. Other benefits include:

- 12 paid holidays
- A generous amount of paid time off
- Flexible, hybrid work schedule
- Employer paid health and dental coverage
- Employer contributions to health savings account (HSA)
- Employer paid short- and long-term disability and life insurance
- Retirement benefits through PERA (Public Employees Retirement Association)
- Optional employee contributions to MN Deferred Compensation 457(b) Plan
- Opportunities for professional development, including tuition assistance

APPLICATION

Email a cover letter and resume to:

Cynthia Rubio
Administrative Specialist
Nine Mile Creek Watershed District

crubio@ninemilecreek.org

Applications that do not include a cover letter and resume are not considered complete. Staff will not review incomplete applications.

APPLICATION DEADLINE

Monday, February 24th, 2025, by 5 PM