



1125 W 6th St., Suite 500 ♦ Los Angeles CA 90017 ♦ TEL (323) 463-3171 ♦ FAX (323) 463-1062 ♦ www.seela.org

September 2019

POSITION ANNOUNCEMENT

TITLE: Manager, Engagement and Partnerships

STATUS: Full-time Exempt

REPORTS TO: Executive Director

SEE-LA (Sustainable Economic Enterprises of Los Angeles) is the largest mission-driven operator of farmers' markets in Southern California and a leader in nutrition education and improving food access. More information at see-la.org.

Summary of Responsibilities

The Manager, Engagement and Partnerships is charged with building effective partnerships and expanding SEE-LA's brand to 1) increase our visibility and reach and 2) build charitable and social enterprise revenue.

Specific Responsibilities

- Oversee the development of mission-aligned organizational partnerships such as paid sponsorships and activations across our network of farmers' markets, in-store business promotions and contributions, special events, digital collaborations, and other co-branded opportunities;
- Oversee select organization-wide communications, including content development for the monthly e-newsletter and SEE-LA's social media properties; lead the internal Social Media Working Group, including managing digital fundraising campaigns;
- Develop strategies to expand SEE-LA's list of engaged stakeholders;
- Develop and pursue opportunities to expand the Hollywood Farmers' Market brand in particular, including the development of concessions, amenities, gift boxes, etc.;
- Design and produce select visibility and fundraising events, activating high-profile or well-connected ambassadors, developing partnerships with high-profile food industry professionals, and collaborating with members of the Board of Directors; participate in and encourage organization-wide fundraising efforts; collaborate with the Executive Director to identify funding and revenue opportunities;
- Develop and pursue opportunities to create SEE-LA branded content in print, electronic and digital media platforms;
- Serve as SEE-LA's liaison to the Hollywood business community, including chefs and restaurants;
- Attend SEE-LA staff meetings and trainings as required; participate in internal working groups and other collaborative activities as time permits;

DISCLAIMER: The above is intended to describe the general contents and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Qualifications

- At least three years' experience in the field of marketing, promotion, communications, and/or partnership development required;
- Social media campaign management experience required;
- Excellent written (strong grammatical) and communication skills;
- Strong organizational and time-management skills;
- Ability to multi-task in a fast-paced office environment;
- Related experience in the restaurant industry, the entertainment industry, or the nonprofit sector a plus;
- Nonprofit fundraising experience a plus;
- B.A. degree preferred;
- Interest in food systems, sustainability, and/or food justice preferred.

Compensation

Competitive salary (depending on experience), health benefits (medical and dental), and vacation and holiday pay.

To Apply

Qualified candidates should submit a cover letter and resume to: employment@see-la.org
Email submissions only. No phone calls or faxes will be accepted.

SEE-LA makes hiring decisions without regard to gender, race, color, religion, gender, gender orientation, identity, or expression, national origin, age, veteran status, disability, or any other protected class and is committed to hiring and retaining a diverse workforce and strongly encourages applications from groups that have been historically underrepresented.

Opportunity open until filled.