



## POSITION DATA

**JOB TITLE:** Manager of Government & Community Affairs  
**DEPARTMENT:** External Affairs

## POSITION OVERVIEW

The Government & Community Affairs Manager will help drive the organization's public outreach initiatives by cultivating key community and civic partnerships that support awareness, Museum programming and funding. The Manager will also build and maintain relationships with various 9/11 stakeholders, governmental agencies, and city, state and federal officials in support of the 9/11 Memorial & Museum's mission. The Manager will work across the External Affairs Department in helping to leverage partnerships in support of public relations, audience building and cause marketing. The Manager must be an expert communicator, a strong writer, experienced project manager and possess a keen networking ability. The role must also have an interest in public policy and mission-based advocacy. The Manager reports to the Senior Vice President of Government & Community Affairs and works closely with the Senior Manager of Government & Community Affairs.

## ESSENTIAL FUNCTIONS

- Develop and implement a plan for ongoing cultivation and outreach to 9/11 stakeholder groups as well as city, state, federal officials and agencies to inform and support institution-wide initiatives.
- Cultivate and manage relationships with existing partner organizations and other cultural and historical institutions.
- Identify and secure new partnerships based on departmental and institutional priorities and goals.
- Explore and help implement initiatives promoting Museum access for underserved communities.
- Develop and manage outreach strategy for 9/11 stakeholders, including victims' families, survivors, rescue and recovery workers, lower Manhattan residents, and business owners.
- Assist SVP of Government & Community Affairs in strategic communications planning for 9/11 community members.
- Identify and leverage new channels for distributing information to various stakeholder groups.
- Lead informational tours for special guests, public officials and members of the 9/11 community.
- Assist with the planning of VIP events and visits, which includes compiling background research and assisting with on-site logistics.
- Develop and maintain an annual calendar of the institution's stakeholder events and special initiatives while working closely with the Events and Operations departments.

- In partnership with the Senior Manager of Government & Community Affairs, manage the Survivor Tree Seedling program, which sends seedlings around the country as a symbol of hope.
- Routinely update contact information in database system Raiser's Edge as needed.
- As necessary, draft messages for eblasts and mailings, and manage distribution schedule.
- Oversee the 9/11 Legacy Advocates Group, which is the next generation of voices for preserving the history of 9/11.
- Manage the Birthday Rose program, which allows family members to request a photo including the daily process to fulfill requests, coordinate photography, vetting requests and notifying family members.
- Support strategic initiatives including efforts to assist communities impacted by tragedy.
- Working with SVP of Government & Community Affairs, plan, develop and implement special projects and programs specifically designed for key stakeholder groups, strategic partners and other audiences.
- Support institutional government affairs initiatives, which includes preparing materials for internal meetings, materials for distribution, public presentations and other administrative tasks related to Government & Community Affairs.

## **QUALIFICATIONS/SKILLS REQUIREMENT**

- Bachelor's degree required
- A minimum of 3-5 years of professional experience in government and community affairs with emphasis on relationship building and outreach
- The position requires a flexible schedule, including weekend and evening hours as needed
- Strong oral, written, and interpersonal skills
- Ability to multitask and meet tight deadlines
- Excellent organizational skills with attention to detail
- Understand the benefits of and work as a team player
- Capacity to handle sensitive information and topics with the utmost professionalism
- A demonstrated track record of building relationships
- Commitment to the mission of the organization
- Proficient in Microsoft Office applications, particularly PowerPoint, Word, and Excel
- Web-savvy

## GENERAL INFORMATION

- This is a full-time position.
- We offer a competitive salary and full benefits package.

## HOW TO APPLY

- Include job title in the email subject field
- Please state the location where job position was seen
- Send cover letter, which outlines how your work experience relates to the job functions of the position and resume to [911mmgacajobs@911memorial.org](mailto:911mmgacajobs@911memorial.org)
- Please visit our website at [www.911memorial.org](http://www.911memorial.org)

*The National September 11 Memorial and Museum at the World Trade Center Foundation, Inc. is committed to workforce diversity. EEOC.*