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# Example of Community Relations Manager Job Description

Our company is hiring for a community relations manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for community relations manager

* Be knowledgeable and understand project confidentiality to protect sensitive information and internal/external relationships
* Develop programs and carry out from start to finish
* Raise strategic issues to management while interfacing with external partners to assist in carrying out programs and identify problems that management may need to address
* Understand and manage increased risks at higher levels of sensitivity/conflict while successfully implementing programs
* Provide support to teams in implementing programs
* Media interface
* Act as the face of Ford within the community and involvement with nonprofit organizations
* Assists with OFCCP audit needs
* Actively represent the Reebok Foundation in the local community
* Streamline and create efficiency of all operational systems for the Reebok Foundation grant giving and community relations giving including grants, employee matching program, financial administration

## Qualifications for community relations manager

* 5-7 years Community relations experience within a large multi-faceted organization
* Strong Project Management / Event facilitation experience ideally within community / NFP sectors
* Established relationships / partnership experience within NFP / Community sectors
* Leverage multiple data sources to produce data driven recommendations to business leaders
* Prior experience managing analytics projects, preferably those that have gone from data science all the way to implementation – where the data and models were used to change the way a business works
* Ability to work closely with data scientists and scope out analytics workplans