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# Example of Community Relations Manager Job Description

Our company is looking 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

* Provides Director with written and verbal reports as agreed
* Proactively advises and updates Director of all work related travel/function plans
* Demonstrates full compliance with all legal and budgetary constraints of position
* Becomes knowledgeable and familiar with Company policies, procedures and available resources (e.g., compliance regulations, grants systems)
* Understands that this role is part of a multidisciplinary team, and facilitates communications to maximize positive outcomes and strengthen relationships
* Performs all business in accordance with company policies and procedures
* Demonstrates high ethical and professional standards with all business
* Participates in meetings with Office of Long Term Living (OLTL) and other state officials as required
* Provides the Project Manager and other key PA IEB staff with ongoing updates and guidance regarding outreach and intake processing
* Facilitates statewide communication regarding consumer and stakeholder outreach, special needs enrollment, and field enrollment activity

## Qualifications for community relations manager

* Develop sales targets based on property and audience
* Work with directors to actively sell sponsorships
* Inventory control and satisfactory delivery of all sponsor benefits
* Revenue generation for event
* Serve as the face of the tournament at all media events
* Increase awareness of the event in the community