

Job Title: Community Engagement Manager

Location: Las Vegas DRIVEN NeuroRecovery Center

Reports To: Director of Operations

Status: Full-Time / Exempt

Position Summary:

The Community Engagement Manager is responsible for cultivating and maintaining relationships with external stakeholders, increasing community awareness, and driving client engagement for the DRIVEN NeuroRecovery Center in Las Vegas. This role requires deep familiarity with the Las Vegas disability and health community and a passion for advancing neurorecovery services through strategic outreach, marketing, fundraising efforts, event coordination and wellness programming.

Key Responsibilities:

Community Engagement & Outreach

- Build and maintain relationships with healthcare providers, disability organizations, and community partners across Las Vegas.
- Represent DRIVEN at local events, health fairs, and networking opportunities to increase visibility and client referrals.
- Develop and execute outreach strategies to generate new clients and strengthen community ties.
- Collaborate with leadership to align community relations efforts with organizational goals.

Marketing & Brand Awareness

- Create and manage program-specific marketing materials, including brochures, flyers, and digital content.

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- Maintain a strong local social media presence aligned with DRIVEN's mission and brand identity.
- Collaborate with internal teams to ensure consistent messaging across platforms and campaigns.

Grant Writing & Fundraising

- Research, write, and submit grant proposals to secure funding for programs and operations.
- Identify, cultivate and steward relationships with donors in support of fundraising initiatives and donor engagement strategies.
- Support efforts to develop a scalable, self-sustaining business model for the Las Vegas center.
- Deliver against annual fundraising goals/metrics.

Local Event Development & Management

- Plan, organize, and execute community-based events that promote DRIVEN's services and mission including an annual large fundraiser located in Las Vegas.
- Secure sponsorships and partnerships to support event funding and outreach.
- Coordinate logistics, vendor relations, and promotional efforts for all local events.
- Evaluate event success and gather feedback to improve future initiatives.

Programming Development

- Design and implement internal wellness programs tailored to the needs of neurorecovery clients and their caregivers, promoting physical, emotional, and social well-being.
- Maintain and evolve program offerings based on client feedback, therapeutic goals, and emerging best practices in holistic care.

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- Develop marketing strategies and materials to promote internal programming, ensuring strong participation and community engagement.
- Coordinate logistics and scheduling for workshops, support groups, and wellness events within the center.
- Liaise and collaborate with clinical and administrative staff to align programming with therapeutic services and operational goals.
- Track participation and outcomes to evaluate program effectiveness and guide future development.

Qualifications and Expectations:

- 3-4 years experience in community relations, marketing, or nonprofit outreach—preferably in the Las Vegas health and disability sector.
- Bachelor's degree in a relevant field, preferred.
- Strong writing skills, especially in grant writing and promotional content.
- Familiarity with social media platforms and digital marketing tools.
- Excellent interpersonal and communication skills.
- Ability to develop and maintain strong community relationships.
- Ability to work independently, proactively and collaboratively in a fast-paced environment.
- Will not relocate.

Hours:

- As needed, position will operate with flexible hours to accommodate community and program events, programming and community outreach.

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