



## Urban League of Broward County Job Vacancy Posting

**Title:** Director of External Affairs

**Supervisor:** VP of Philanthropy & Communications

**Division:** Philanthropy & Communications

**Revision Date:** March 2026

**Anticipated Start Date: July 2026**

### **SUMMARY:**

The Director of External Affairs strengthens the organization's external influence and reputation while directly supporting philanthropic growth. By connecting community leadership, public sector relationships, and media visibility to fundraising and partnership opportunities, this role helps expand the organization's network of supporters, elevate its public profile, and advance long-term sustainability.

The Director of External Affairs serves as a key strategic leader responsible for strengthening the Urban League of Broward County's visibility, credibility, and relationships across the community, media landscape, and public sector. Reporting to the Senior Vice President of Philanthropy and Communications, this role advances the organization's mission by cultivating influential partnerships, managing media engagement, and aligning community and government relations efforts with the organization's fundraising and philanthropic priorities.

This position plays a critical role in expanding the organization's network of champions, partners, and advocates who support fundraising growth, strategic partnerships, and community impact. By building strong relationships with civic leaders, public officials, community stakeholders, and media outlets, the Director helps position the organization as a trusted community resource and philanthropic investment opportunity.

### **CORE DUTIES AND RESPONSIBILITIES:**

#### **Community Engagement and Strategic Partnerships**

- Develop and execute a comprehensive community engagement strategy that deepens relationships with civic leaders, community organizations, and key stakeholders.
- Identify and cultivate strategic partnerships that expand the organization's reach, visibility, and impact in the community.
- Serve as a primary ambassador for the organization at community meetings, public events, and partner convenings.
- Strengthen relationships that support philanthropic engagement, volunteerism, and partnership-based initiatives.
- Work closely with the Philanthropy team to cultivate and steward relationships with civic leaders, elected officials, and community influencers who may serve as donors, sponsors, or champions.
- Identify opportunities to connect community and government relationships to major gifts, corporate partnerships, and sponsorship opportunities.
- Support fundraising events and campaigns by leveraging community networks and strategic relationships to expand participation and visibility.

#### **Public and Government Relations**

- Build and maintain strong relationships with local, regional, and state government officials and agencies.
- Monitor public policy issues relevant to the organization's mission and advise senior leadership on opportunities and risks.
- Coordinate with leadership to represent the organization in public forums, coalitions, and government-related initiatives.
- Support advocacy and public engagement strategies that align with the organization's mission and strategic priorities.

### **Media and Public Affairs**

- Collaborate with the communications team to strengthen the organization's media presence and public narrative.
- Serve as a spokesperson and liaison with media outlets when appropriate.
- Identify proactive media opportunities that highlight the organization's impact, programs, partnerships, and community leadership.
- Support crisis communications and public messaging when necessary.

### **Internal Collaboration**

- Work closely with the Philanthropy and Communications teams to ensure alignment between community engagement, media relations, and fundraising strategies.
- Provide insights and intelligence on community dynamics, partnership opportunities, and public sentiment to inform organizational strategy.
- Support leadership with relationship mapping, stakeholder engagement strategies, and external positioning.

### **Education/Experience and Requirements**

- Bachelor's degree required, advanced degree in public administration, communications, nonprofit management, or related field preferred.
- 7–10 years of experience in community relations, government affairs, public relations, nonprofit leadership, or related fields.
- Demonstrated success in building and maintaining relationships with community leaders, government officials, and institutional partners.
- Experience working in or closely with nonprofit fundraising, philanthropy, or mission-driven organizations preferred.
- Strong understanding of media relations and public affairs strategy.
- Exceptional interpersonal, communication, and relationship-building skills.
- Ability to represent the organization with professionalism, credibility, and diplomacy.

### **Other Skills, Abilities and Qualifications**

- Ability to maintain a high level of confidentiality.
- Excellent verbal and written skills including editing, grammar and spelling.
- Outstanding organizational skills.
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- Positive and team-oriented attitude.
- Must have the ability to lift and/or move up to 15 pounds.

### **Certificates, Licenses, Registrations**

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

**Submit Cover Letter and Resume to:**

**[HIRING@ULBCFL.ORG](mailto:HIRING@ULBCFL.ORG)**

***THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER***