



POSITION TITLE: Prevention Initiative Engagement Manager

EMPLOYMENT TYPE: Full Time, Exempt

UNIT ORGANIZATION: Community Impact

REPORTS TO: Director of Prevention and Housing Initiatives

SALARY RANGE: \$62,000 - \$72,000

Position Overview

The Prevention Initiative Engagement Manager plays a key role in advancing United Way's Prevention Initiative through advancing substance misuse prevention goals and priorities in Northwestern and Central Vermont. This position leads engagement with current and prospective community partners, manages event planning and delivery, and serves as a resource to community partners by promoting evidence-based prevention practices. Working closely with the Prevention Initiative team, the Engagement Manager increases regional prevention capacity by strengthening existing partnerships and developing new community relationships.

Key Areas of Responsibility

The primary responsibilities of this position include, but are not limited to:

Partner Engagement

- Build and maintain strong relationships with schools, nonprofits, public agencies, and other prevention-focused partners throughout the region.
- Serve as the primary connector for regional prevention efforts, fostering a culture of collaboration and shared action among partner organizations, the Prevention Network, and the Prevention Coordination Team.
- Identify, cultivate, and onboard new community partnerships that expand the reach and effectiveness of the Prevention Network.

Prevention Expertise

- Support prevention efforts by staying informed on emerging trends and research and sharing prevention best practices, resources, and emerging insights with community partners.
- Provide consultation and technical assistance to community partners on program design and implementation.

InitiativeEvents and Trainings

- Collaborate with Prevention Initiative team members to create meaningful learning opportunities for the community and our partners that strengthen regional partnerships and support shared goals.
- Lead the planning and execution of the annual Prevention Summit, in collaboration with Prevention Initiative team members.
- Coordinate and facilitate the planning, delivery, and evaluation of a variety of Prevention Initiative events. This includes but is not limited to training, workshops, and meetings.

Qualifications

- Experience in community outreach and engagement, event planning and coordination, and relationship management.
- Demonstrated knowledge of prevention or public health approaches; Certified Prevention Specialist or ability to achieve certification within one year.
- Exceptional organizational skills and attention to detail, with the ability to manage multiple projects and deadlines.
- Strong interpersonal and written communication skills; comfortable engaging with diverse audiences.
- Comfort using workplace technology and communication tools, including Microsoft Office applications such as Outlook, Word, Excel, and PowerPoint.
- Ability to work independently and collaboratively in a mission-aligned, team-based environment.
- Commitment to equity, accessibility, and inclusive practices.

Supervision

This role has no direct supervisory responsibilities but will work closely with other program staff and volunteers.

Application Instructions

Applications and inquiries may be directed to Hiring@unitedwaynwvt.org. Please submit a resume and cover letter for consideration. Applications will be accepted through Friday, August 14, 2026.

Accessible Hiring Policy

United Way of Northwest Vermont is committed to an inclusive and accessible application experience for all candidates. If you need an accommodation or a different format for any part of the application process, please contact our Human Resources office at Hiring@unitedwaynwvt.org / 802-861-7848. We will work with you to find a solution that meets your needs.