



# OUTREACH COORDINATOR

Contracted Part-Time | \$19/hr. | College Degree Required

## ORGANIZATION DESCRIPTION

Her Story, Inc. is a non-profit with a mission to give hope to women battling drug and alcohol addiction by providing temporary housing and promoting treatment options that will meet their physical, emotional, and spiritual needs.

## POSITION SUMMARY

This is a contracted 6 month position. There is opportunity for an extended term. This will be discussed in the interview.

The Outreach Coordinator is a part-time position with a focus on building relationships, consensus and active support and advocacy among community leaders and citizens throughout the Miami Valley. The selected candidate will represent Her Story, Inc. and work with the Board of Directors and staff to develop and implement initiatives that maintain current donor relations as well as develop new ones.

Candidate needs to be self-motivated, enthusiastic and community-driven to take on this exciting role. This position requires someone equipped with a positive attitude and readiness to be a team player.

## REQUIREMENTS

- Maintain a calendar of outreach activities, including community events, workshops, appearances and other communication opportunities
- Nurture new and old relationships with collaborative partners
- Schedule regular outreach exhibitions in the community
- Prepare accurate records and reports on the goals of the fundraising plan
- Oversee a professional donor management system
- Assist in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives
- Oversee Social Media pages
- Other duties as assigned

## QUALIFICATIONS

- Bachelors Degree Required
- Experience providing community outreach/education
- Experience with program conceptualization, design, development, implementation, and evaluation
- Professional experience in managing social media and information technology
- Excellent writing, verbal and computer skills including an ability to work effectively in Microsoft Office
- Experience working with diverse populations and the ability to communicate with people from a wide variety of ethnic, racial, socio-economic, and religious backgrounds.
- Ability to work some evening and weekends
- Maintain a clean Federal and State finger print report with no criminal history.
- Identifies with the Christian Faith

Deliverable	Documentation
<b>Required Meeting Attendance</b>	Attendance at monthly status meetings re: <ul style="list-style-type: none"> <li>a. Identify goals, objectives, and performance measures</li> <li>b. the status of pending applications and ongoing grants</li> <li>c. Social media campaign’s progress and strategy for upcoming period.</li> <li>d. community outreach planning</li> </ul>
<b>Technical Assistance</b> (this is all other duties as assigned... if you need an extra meeting outside of monthly meeting, it can be billed here)	<ul style="list-style-type: none"> <li>a. provide general assistance, feedback, or guidance to staff relating to your job duties</li> <li>b. Work with staff to interpret guidelines and gather material and information necessary for a strong proposal</li> <li>c. Assist in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives</li> </ul>
<b>Grant Database</b>	<ul style="list-style-type: none"> <li>a. Develop and maintain Her Story, Inc. grant database to track and monitor performance measures and grant deadlines</li> </ul>
<b>Grant Applications</b>	<ul style="list-style-type: none"> <li>a. List of researched grants prospects with advice on which ones to approach and how</li> <li>b. Write grant proposals as requested in time to meet deadlines and prepare the proposal for submission.</li> </ul>
<b>Social Media Engagement</b>	<ul style="list-style-type: none"> <li>a. Two FB posts weekly</li> <li>b. Two Instagram posts weekly</li> <li>c. 25 interactions each week (if available)</li> <li>d. Provide a monthly engagement report consisting of FB and Instagram analytics.</li> </ul>
<b>Community Outreach</b>	<ul style="list-style-type: none"> <li>a. With the guidance of the executive director, maintain a calendar of outreach activities, including community events, workshops, appearances and other communication opportunities</li> <li>b. Preparation for and attendance at community outreach events</li> </ul>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>a. Maintain registry/log for current and potential donors in professional donor management system</li> <li>b. Develop and implement fundraising plan</li> </ul>