



**Children's
Service Society**

Safe Children, Caring Families,
Strong Communities

Job Description Form

Position Title: Community Outreach Coordinator

Department: Administration

Reports to: Executive Director

FLSA Status: Exempt

EEOC:

General Summary:

Under the direction of the executive director, the Community Outreach Coordinator is responsible for developing awareness, donor relationships, sponsorships, relationships with businesses, individuals and other organizations interested in supporting CSS. This position interfaces regularly with the leadership of the Board of Directors, the Development Director, and reports to the Executive Director.

General Duties:

- Attend Children's Service Society meetings as scheduled
- Maintain a filing system for paperwork
- Follow company policies
- Follow policies and procedures, dress appropriately, and represent the agency in a positive manner
- Communicates with co-workers and team members in a positive, respectful and professional manner. Willing to work on good communication techniques, team building techniques and other ways to improve the CSS Admin team
- Report regularly to Executive Director
- Support and carry out the mission of the agency

Direct Duties

- Actively participate in staff meetings and committees as necessary and appropriate
- Be involved with the community at large and appropriate professional organizations
- Planning, implementing and follow-up for special events including annual: Gala, Fun Run, and Expo
- Increase CSS donor base and maintain donor relationships as needed
- Manage all aspects of volunteer committees and volunteer coordination, including but not limited to staffing, recruitment, supervision, training, and acknowledgement
- Maintain Giftworks donors and volunteer database.
- Record in kind donations, cash contributions and volunteer hours.
- Coordinate event logistics, publicity, including public relations, advertising and collateral material design, production and distribution
- Responsible for the development and fulfillment of the events budgets
- Responsible for in-kind donation solicitations for each event
- Maintain records on fundraising activities for each event
- Cultivate and expand sponsorship development and fulfillment
- Write, submit and follow-up to ensure placement on media releases and stories to established contacts with local and regional media

Education and Experience:

Bachelor's degree or equivalency in Communications, Business, Marketing, or Fund Development. Proficiency in written and oral communication and Microsoft computer applications. Possess initiative and ability to multi-task, meet deadlines, and work in a collaborative environment. Experience in the non-profit sector preferred. Work schedule requires some weekends, early mornings and late evenings.

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0%-24%	25%-49%	50%-74%	75%-100%
Seeing: Must be able to read computer screen and various reports				100%
Hearing: Must be able to hear well enough to communicate with employees and others				75%
Standing/Walking		25%		
Climbing/stooping/kneeling	10%			
Lifting/pulling/pushing	5%			
Fingering/grasping/feeling: Must be able to write, type, and use phone system				100%
<p>Note: The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.</p>				

Updated 05/02/2018