

Job Title: Community Outreach Coordinator

Department: Development/Impact

Reports to: President/CEO

Status: Exempt, Full-Time



General Description: The Community Outreach Coordinator will work to create, build, and sustain relationships with community leaders, business leaders, corporations, employees, volunteers, and individuals throughout Martin County. The position is expected to have in-depth knowledge of assigned accounts, with a clear understanding of unique and priority opportunities. The position will establish and execute a plan that focuses on fundraising, service and presence, supported by effective information tracking systems. In addition, this position will work in close alliance with the United Way Impact Councils, Fund Distribution/Citizen Review Volunteers and will oversee the grant process for the organization.

Primary Job Responsibilities & Duties:

1. Build and steward relationships with key donors, community leaders, and senior level executives and agency partners.
2. Develop and implement successful fundraising and relationship building strategies to retain and grow our donor base in both workplace and community campaigns using the latest technologies.
3. Regularly manage and maintain relationships with major accounts, assisting and/or managing Campaign Team with account management as needed.
4. Effectively present information, through public speaking and presentations, to top management, public groups, and/or boards of directors.
5. Work with affinity groups including Leaders United and others that may form.
6. Work with local companies to provide guidance and assistance for volunteer opportunities.

Other Job Duties:

1. Develop effective working relationships with key contacts for each account relationship.
2. Work directly with Campaign Team to prospect new workplace and corporate partnerships with businesses.
3. Keep appropriate records of calls, relationships information, strategies and goals.
4. Promote leadership and teamwork, and consistently maintain effective communication with UWMC staff, volunteers, account CEO/ECM, Campaign Chairman and Campaign Team.
5. Work with Finance Department and Campaign Team to track and submit campaign dollars as they are raised during campaign season. Responsible for the usage of PledgeLink software for corporate accounts interested in using this method of giving.
6. Provides support to the United Way Impact Councils and other community partners to implement projects and programs. Provides tools, resources, technical support and training to community partners in implementing programs and initiatives.
7. Collects and analyzes relevant data, prepares reports and dashboards to monitor progress toward targeted goals and outcome measures.
8. Pursues grants, additional resources and partnerships to achieve community impact goals and ensures compliance with awarded grant restrictions.
9. Coordinates the Community Impact grant application and data management system (E-CImpact).
10. Coordinates the United Way Citizen Review process.

11. Prepares written reports, meeting notes and other project related correspondence for internal and external distribution.
12. Assists with the coordination of high impact service projects with the support from other United Way staff.
13. Due to the leadership role United Way is called upon to play in the community, particularly during times of crisis, it is the expectation that all United Way staff will be fully engaged in the organization's crisis plan and response efforts.
14. Performs other duties and assumes other responsibilities as assigned by President/CEO.

Education & Experience:

- Bachelor's Degree in Business, Public Relations, Communications, Marketing or related field
- Five years non profit experience preferred, preferably within the United Way sector
- Professional experience working with key donors, community leaders and senior corporate executives
- Experience working with or knowledge of United Way operations desirable
- At least one year's experience in project management
- Administrative and supervisory experience working with volunteers and staff preferred

To Apply:

- Email resume and cover letter to nmccarthy@unitedwaymartincounty.org by June 8, 2017.