

Safe Alliance Job Description

Job Title: Outreach Coordinator
FLSA Status: Non-Exempt

JOB PURPOSE	
The Outreach Coordinator supports the agency mission by providing hope and healing to those impacted by domestic violence and sexual assault by managing event logistics, volunteer recruitment, and community engagement activities, in addition to researching, preparing, writing, submitting, and tracking grant proposals to private foundations, corporations, public agencies, and other funding sources.	

REPORTING RELATIONSHIPS	
Reports To	Director of Corporate and Community Engagement
Supervises	Volunteers and interns

RESPONSIBILITIES / ACCOUNTABILITIES	
Responsibility/ Accountability Categories	Key Activities <hr style="width: 50%; margin: auto;"/> Outcomes / Exceptional Performance
Administration	<p>Grants (50%):</p> <ul style="list-style-type: none"> • Contributes to Safe Alliance’s \$7M annual revenue goal by maintaining their assigned grant portfolio - research, identification, proposal writing, submission and evaluation reporting - ensuring continued alignment with agency priorities and funder interests and requirements. • Establishes priorities and timelines to meet proposal deadlines, work with agency staff to gather all necessary grant documents, and work with finance team to inform the development of grant budgets to align with funder interest and requirements. <p>Events and Volunteers (40%):</p> <ul style="list-style-type: none"> • Maintain structured, systematic, and streamlined processes that will outlast changes in staffing and committees and assure perpetual and mutually beneficial relationships for: <ul style="list-style-type: none"> ○ Community outreach event-based engagement. ○ Volunteer recruitment, screening, training, scheduling, management, tracking, appreciation, and retention. • With supervision, execute all logistics for fundraising events. • Secure volunteers for events and outreach efforts. • Perform all aspects of Safe Alliance’s Third Party Events and Tabling Events including logistics, recruitment, communication, donations, and execution. Organize and attend committee meetings and take minutes. <p>Annual Giving (10%):</p> <ul style="list-style-type: none"> • Support Deputy Chief Development Officer and Development Coordinator in gift entry, database maintenance, and annual giving projects.

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	<p>Additional Responsibilities:</p> <ul style="list-style-type: none"> • Ensure that employee time is entered into timekeeper system accurately; approve timesheets according to established deadlines; and office staffed appropriately. • Adhere to agency procedures concerning Critical Incident Reports and Client Satisfaction surveys and participate in the Quality Assurance process as needed.
Stewardship	<p>Relationship Management:</p> <ul style="list-style-type: none"> • Promote and maintain professional relationships with agency staff, volunteers, and community partners. • Participate in efforts to stay abreast of current research, emerging best practice, and community discussions in the fields of domestic violence and sexual assault, and in related areas of trauma, housing/homelessness, and racial equity in order to write effective grant applications. • Attend internal and community meetings as needed/requested to learn about or discuss grant funding opportunities for Safe Alliance. • Guide, manage, and recruit community interest to offer in-kind donations, corporate and individual group volunteer activities, and third party events with a focus on revenue generation and needed items. Monitor the number of volunteers and level of engagement. • Lead response to community requests for agency speakers and tours, coordinating with Advancement staff and program staff as needed. • In conjunction with the Donor Relations Team, implement strategies for effective communication and stewardship of donors and volunteers (corporate and individual). • Filter all requests for volunteer activities and donations in a timely, well-organized manner by keeping a running list of volunteer opportunities across the agency; process volunteer interest profiles on a regular basis. <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> • Promote and maintain professional relationships with agency staff, volunteers, and community partners
Professional Development	<ul style="list-style-type: none"> • Maintain professional licensing/certification as applicable, staying informed and knowledgeable about trauma, victimization and other priority issues for the agency for the purpose of communications/marketing, grant writing, and fundraising/development activities. • Attend any grant related trainings required by funders. • Stay abreast of current best practices in the field of Advancement.
Other	<ul style="list-style-type: none"> • Contribute to agency effectiveness by performing other agency duties as assigned

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CORE COMPETENCIES
<p>Employee must demonstrate the following competencies at all times.</p> <p>Agency Competencies</p> <ol style="list-style-type: none"> 1. Cultural Competence – cultivates opportunities through diverse people; respects and relates well to people from varied backgrounds, understands diverse worldviews, and is sensitive to group differences; sees diversity as an opportunity, challenges bias and intolerance; understands oppressions that many clients face in the community; ability to apply self-awareness and self-regulation to manage the influence of personal biases and values 2. Communication/Collaboration – uses effective oral and written communication to clearly convey and receive information and ideas in an engaging manner; demonstrates good listening skills, and invites response and feedback in order to build constructive working relationships with clients, volunteers, other work units and community organizations to meet mutual goals and objectives 3. Continual Learning/Professional Development – participates in continuing education, training and professional conferences focused on best practices to acquire and/or maintain the technical/professional expertise required to do the job effectively, resulting in the most positive client solutions 4. Quality Work Standards – motivated to achieve; sets high standards and well-defined, realistic goals for one’s self; displays a high level of effort and commitment towards completing assignments in a timely manner with care and thoroughness, checking work for completeness and accuracy 5. Resiliency – maintains effective performance in stressful environments or when confronted with difficult situations; evaluates conditions to ensure one’s own safety and the safety of others; identify and rely upon self-care strategies at home and/or work in order to handle stress in a manner that is acceptable to others and the organization <p>Position Competencies</p> <ol style="list-style-type: none"> 1. Leadership 2. Adaptability 3. Strategic Focus 4. Client Focus 5. Formal Presentation

POSITION REQUIREMENTS
<ul style="list-style-type: none"> • Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly and/or a negligible amount of force frequently or constantly to lift, twist, carry, push, pull or otherwise move objects, including the human body. • The worker is required to have the ability for close vision, distance vision, color vision, depth perception, operate agency vehicle and ability to adjust focus to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection), to determine accuracy and thoroughness of work assignment. • Position requires ability to reach, balance, stoop, stand, kneel, crouch, walk, finger, grasp, lift, pull, push, grasp, sit, twist, talk, hear, and perform repeated motions. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. • Work hours vary and include evening and weekend work. • Employee must have access to transportation that allows them to meet all job requirements in a timely fashion.

MINIMUM REQUIREMENTS	
Education	•
Experience	•
Certifications	• None required
Knowledge and Skills	<p>Excellent communication and relationship building skills.</p> <p>Strong organizational and management skills.</p> <p>Ability to work creatively to develop volunteer opportunities.</p>

