

Job Title: Community Outreach Coordinator – Full Time
Supervisor: Director of Volunteers & Events
Classification: Non-Exempt
Salary Range: DOE

Position Description:

The Community Outreach Coordinator is responsible for implementing strategies to develop relationships by meeting with faith-based representatives and communicating UMOM’s vision and mission. In addition, the Community Outreach Coordinator is responsible for building relationships, creating gift acquisition and retention plans, and securing and increasing in-kind donations in effort to reduce the expenses of the organization.

Essential Duties and Responsibilities:

1. Develop faith-based engagement goals in partnership with the Director of Volunteers & Events.
2. Lead the planning and creation of the communications strategy for faith-based relationships.
3. Develop and implement a faith-based relations strategy that opens doors to presentations and church partnerships.
4. Manage relationships with faith-based organizations with the ability to grow and cultivate new relationships.
5. Actively represent UMOM in the community by making presentations to both large and small audiences at faith-based locations and community events.
6. Coordinate the UMOM Ambassadors committee through communications, regular meetings and follow-up.
7. Develop and implement a result driven in-kind donation strategy.
8. Identify, initiate, cultivate and retain relationships with new in-kind donors and leverage existing relationships, to include individuals, businesses and faith-based groups for in-kind drives.
9. Responsible for developing and stewarding a portfolio of faith-based and in-kind relationships to provide donor support and giving.
10. Operate systems for managing the prospect and planning data in Raisers Edge.
11. Contribute to written proposals and comprehensive and timely stewardship reports.
12. Research and network to discover churches that could support UMOM.
13. Work closely with Development, Community Engagement, and Communications team members to build awareness opportunities and giving incentives for faith-based organizations.
14. Ensure timely follow up, acknowledgement and communication, following best practices.
15. Support department fundraising events.

Qualifications:

- Bachelor’s degree in a related field preferred.
- Minimum of 3 years of experience in a similar role required.
- Knowledge of cultivation, solicitation and stewardship strategies and techniques, particularly in the area of churches /faith-based organizations.
- Ability to initiate and build relationships with prospective donors via telephone and in-person.
- Excellent persuasive writing, interpersonal, networking, presentation, and negotiation skills to relate to large groups as well as individuals.
- Self-motivated, innovative, and can work with considerable independence within the context of an overall strategy, team environment and a variety of stakeholders.

- Ability to handle a variety of projects in a fast-paced environment while maintaining accuracy and completion in a timely manner.
- Expertise in Microsoft Office and Raisers Edge donor database preferred.
- Ability to work flexible hours, including evenings and/or week-end hours as needed.
- Level One Fingerprint Clearance Card or the ability to obtain one.
- Valid AZ Driver's license with no more than 2 moving violations in a one-year period required.
- 100/300 level auto insurance coverage required.