

**Job Title:** Community Outreach Coordinator

**Department:** Development/Community Impact

**Reports to:** President

**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 will establish and execute a plan that focuses on service and presence, program implementation, volunteerism and fundraising.

**Primary Job Responsibilities & Duties:**

1. Build and steward relationships with community leaders, companies, civic groups, and senior level executives and agency partners.
2. Develop and implement successful relationship building strategies to retain and grow both workplace and community volunteer and fundraising relationships.
3. Expand and manage relationships with existing major accounts.
4. Effectively present information and advocate for United Way of Martin County (UWMC) and its program activities through public speaking and presentations to companies and public groups.
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.
7. Coordinate Days of Caring and Call to Action events.
8. Assist with internal program service activities, i.e. Holiday Project, Toys for Tots, as required.
9. Coordinate Character Counts! program.

**Other Job Duties:**

1. Develop effective working relationships with key contacts for each community connection.
2. Work directly with staff to prospect new workplace, corporate, and community partnerships.
3. Keep appropriate records of calls, relationships information, strategies and goals.
4. Promote leadership and teamwork, and consistently maintain effective communication with UWMC staff and volunteers.
5. Track and submit campaign dollars as they are raised to Finance Department.
6. Collects and analyzes data and prepare reports to monitor progress toward targeted goals and outcome measures. Ensure compliance with awarded grant restrictions.
7. Pursue additional resources and partnerships to achieve community impact goals.
8. Prepare written reports, meeting notes and other project related correspondence for internal and external distribution.
9. Coordinate high impact service projects with support from other UWMC staff.
10. Perform other duties and assumes other responsibilities as assigned.

**Education & Skills:**

- Bachelor's Degree in Business, Public Relations, Communications, Marketing or related field
- Proficient in Microsoft Office
- Collaborator and relationship builder; public speaking, energetic and outgoing; professional

**Submit resume and cover letter to [jobs@unitedwaymartin.org](mailto:jobs@unitedwaymartin.org) by May 31, 2019.**