

**ARNETTE HOUSE
JOB DESCRIPTION**

JOB TITLE: Community Outreach / Development Coordinator

DEPARTMENT: Finance

IMMEDIATE SUPERVISOR: CFO

STATUS: Exempt

CLASSIFICATION: Administrative

SUMMARY:

Provides services to increase public awareness of education and intervention services, including Project Safe Place for the needs of troubled youth at risk. Research grant opportunities, develop and coordinate fundraising events and corporate sponsorships.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and coordinate fundraising events, identify, cultivate and increase corporate sponsorships, research grant opportunities, and develop and implement marketing strategies for the agency.

Increase public awareness of the needs of at-risk youth and families.

Provide information services through presentations and community forums.

Responsible for updating outreach plan as needed.

Maintain a weekly schedule of activities and proposed visits to prospective donors, corporate sponsors, and community partners.

Participate in community mobilization efforts dedicated to promoting healthy families through community action and/or advocacy.

Maintain interagency agreements, records of outreach activities, and any other appropriate records.

Follow all guidelines designated for Safe Place, including but not limited to maintaining contact with all Safe Place locations, recruiting new sites, training staff

on procedures to be followed at these locations, and reporting to National Safe Place.

Maintain proper records of all contact and content of activities.

Maintain and increase donor database and donor recognition, i.e., thank you letters, etc.

Increase community relations through public speaking events and outreach activities.

Monitor, maintain, and update the agency website. Respond to website inquiries and offers of donations.

Increase public awareness of Arnette House through an active presence on social media sites.

Maintain active face-to-face presence with community partners and donor base.

Coordinate and facilitate the Executive Board of Directors Fund Raising Committee.

Perform other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements outlined below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE/CERTIFICATION:

This position requires a Bachelor's Degree in marketing, public relations, or related field, OR Five (5) years of sales and marketing experience. Experience in the development of community events is required, and grant writing is desired. Computer and social networking skills are required. The ability to communicate effectively and to solve practical problems in crises is required. A verifiable background demonstrating responsibility of character and ethical conduct is required. The individual must also possess a valid Florida driver's license and carry the minimum automobile insurance required by Florida law and have access to reliable transportation.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical functions in all units of measure and graph numerical and statistical data, especially in preparing grant proposals.

REASONING AND COMMUNICATION ABILITY:

Exhibit a positive role model for staff, clients, and members of the community. Ability to solve practical problems and deal effectively with a variety of situations. Ability to communicate effectively with employees, clients, and members of the community. Ability to develop and interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work with culturally diverse staff and clients. Must be self-motivated to do tasks as needed.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an individual to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The employee is regularly required to talk and hear. The employee frequently is required to stand, walk, and use hands to finger, handle or feel objects, tools, or controls. The employee is required to sit, reach with hands and arms, and occasionally stoop, kneel or crouch. The employee may occasionally lift and/or move more than 25 pounds. Specific vision abilities include close vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive driving is required to accomplish duties related to fundraising activities.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee frequently works close to co-workers and may be required to share workspace.

The noise in the work environment is usually moderate.

There is the potential to interact with various size groups of troubled youth ages 8-17 years of age. While this position does not ordinarily require formal supervision of the clients, as a member of the agency team, the individual in this position serves as a role model to those clients receiving services.

NON DISCRIMINATION:

Arnette House will not unlawfully discriminate against any person regardless of race, color, religion, sex, age, marital status, sexual orientation, national origin, citizenship status, disability, or veteran status and complies with federal and state equal employment opportunity laws.

By signing below, I agree that I must be able to perform each of the responsibilities to continue my employment with the Arnette House, Inc.

Employee

Date

Supervisor

Date