



DATE		POSITION	COMMUNITY OUTREACH MANAGER		
INCUMBENT			SUPERVISOR	CHIEF DEVELOPMENT OFFICER	
DEPARTMENT	DEVELOPMENT			FLSA STATUS	EXEMPT
SALARY RANGE	\$41,000-\$45,000/annually				

POSITION PURPOSE
<p>The Community Outreach Manager serves as the primary fundraiser and contact with congregations and corporations in the community, and seeks to build relationships in the community that expand Save the Family’s access to resources. The position is part the Development Department and works closely with other development, administrative and program staff to keep community partners up-to-date on the work and outcomes of Save the Family. The incumbent is responsible for public speaking engagements and agency tours.</p>

MINIMUM QUALIFICATIONS
<ul style="list-style-type: none"> • A Bachelor’s degree in social services, or related field from an accredited college or university is required • Willingness and ability to raise funds – accountability goals are tied to this position • Possess a minimum of three years of experience in community outreach, sales, or account management • Experience in the non-profit sector is strongly preferred • Be able to proficiently speak, read and write the English language • Demonstrated strong interpersonal communication skills, including conflict resolution • Demonstrated proficiency in Microsoft Office Suite including Word, Excel, and Outlook • Demonstrated proficiency in donor tracking software • Since position requires frequent driving to various job sites to provide services and occasionally transport clients, a valid Arizona driver’s license, reliable transportation, current auto insurance, and clean driving record are required • Be 25 years of age or older for liability insurance requirements • Valid Arizona Fingerprint Clearance Card OR must qualify for a valid Arizona Level One Fingerprint Clearance Card • Eligible to work in the United States of America

OTHER KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> • Demonstrated commitment to the mission, vision, and values of Save the Family Foundation of Arizona • Be a self-starter with excellent time management skills • Possess a collaborative way of working • Demonstrated ability to prioritize and manage time and tasks in order to meet strict deadlines in a fast-paced work environment with minimal supervision • Be familiar with Save the Family’s service population, including diverse cultural and socioeconomic characteristics • Demonstrated ability to maintain strict confidentiality • Behave professionally in manner and appearance

- Be consistently organized and flexible
- Ability to work hours outside the standard Monday – Friday 8:00 AM to 5:00 PM timeframe and to travel, if necessary (will include evenings and weekends)

KEY RESPONSIBILITIES
<ul style="list-style-type: none"> • Work closely with the Resource Manager, Career Services Manager and other members of the Development Team to serve as the <u>primary point of contact</u> with corporations/business groups in the community, including the solicitation of any corporate opportunities that leverage Save the Family’s impact areas and corporate interests
<ul style="list-style-type: none"> • Work to maintain current and timely presentation and tour information – emphasizing recent and current developments in programs and activities.
<ul style="list-style-type: none"> • Conduct agency tours for prospective funders and partners, tracking tour and presentation outcomes
<ul style="list-style-type: none"> • Serves as primary point of contact to establish and maintain strong partnerships with community organizations and agencies serving homeless and working poor families
<ul style="list-style-type: none"> • Recruit and solicit the support of various clubs, organizations, groups or schools
<ul style="list-style-type: none"> • Serve as the primary liaison with the faith community, maintaining contact with relevant mission committees and communicate Save the Family’s secular work effectively to various faith communities
<ul style="list-style-type: none"> • Cultivate established partnerships by providing education about Save the Family’s role
<ul style="list-style-type: none"> • Integrate donor cultivation strategy into community outreach tactics with the goal of cultivating financial support, sponsors, etc.
<ul style="list-style-type: none"> • Maintain accurate records and provide timely statistical and activity reports on tours, community presentations and donor contacts through MatchMaker
<ul style="list-style-type: none"> • Represent Save the Family as an ambassador for Mesa United Way and Valley of the Sun United Way
<ul style="list-style-type: none"> • Adhere to all behavioral General Competencies.
<ul style="list-style-type: none"> • Adhere to all behavioral Management Competencies
<ul style="list-style-type: none"> • Adhere to STF and ARM policies and procedures.

SUPERVISORY RESPONSIBILITIES
Volunteers/Event staff as needed

PHYSICAL DEMANDS		
Physical Demand	Definition (ADA)	Requirements
Stand or sit	Stationary position	Must be able to remain in a stationary position less than 50% of the time.
Walk	Move, traverse	The person in this position needs to frequently move about inside the office and event venues.
Use hands/fingers to handle or feel	Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position	Constantly operates a computer, telephone and other office productivity machinery, such as a calculator, copy machine, and computer printer.
Climb (stairs/ladders) or	Ascend/Descend, Work atop, Traverse	Occasionally ascends/descends a ladder to set-up event decorations

balance		
Stoop, kneel, crouch, or crawl	Position self (to), Move	Occasionally positions self to set up events
Talk/hear	Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information	Must constantly communicate with clients, staff, vendors and the public
See	Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess	Must constantly read, type and view documents and the computer screen.
Taste/Smell	Detect, Distinguish, Determine	Occasionally must be able to distinguish unpleasant odors at events
Carry weight, lift	Move, Transport, Position, Put, Install, Remove	Must frequently lift and move supplies weighing up to 50 pounds.
Exposure to elements	Exposed, Work around	Frequently works indoors

NOTE

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor. Failure to adhere to all standards and expectations herein may result in corrective action.

SIGNATURES

ACKNOWLEDGEMENT

I acknowledge receipt of and understand this job description. I agree to abide by the requirements described herein as a condition of employment with the Save The Family Foundation.

Incumbent:		Date:	
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APPROVAL

I have reviewed and collaborated with the incumbent on this job description. I approve the contents herein as being of significant and relevant importance to the delivery of services within my scope of accountability.

Supervisor:		Date:	
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CERTIFICATION

I approve the contents herein as being of significant and relevant importance to the achievement of the mission of the Save The Family Foundation.

CEO:		Date:	
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