

JOB DESCRIPTION:

Community Outreach Coordinator



The Community Outreach Coordinator will report to the Executive Director and will be responsible for cultivating strategic partnerships through community outreach activities. This position develops sponsorship/business arrangements and relationships with businesses, individuals, schools and other organizations interested in supporting Rain of Hope's general operations and program areas. This position interfaces regularly with the leadership of the Board of Directors.

GENERAL FUNCTION:

Cultivate strategic partnerships through community outreach activities, develops sponsorship arrangements and relationships with businesses, individuals, schools and other organizations interested in supporting Rain of Hope's general operations and program areas.

REPORTS TO: Executive Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with Rain of Hope leadership to develop and implement a comprehensive and innovative community outreach plan targeting individual, private, corporate, school and other organizations.
- Work collaboratively and seamlessly with staff to identify new potential foundation, individual, private, corporate, school and other organization partners.
- Determine potential partners relevant to Rain of Hope through research and evaluation, and cultivate those prospects that best align with Rain of Hope's strategic short- and long-term priorities and needs.
- Solicit grants, gifts, and sponsorships from new and continuing partners.
- Submit proposals to engage potential partners in a timely and consistent manner. This includes developing concepts, gathering and formatting information and preparing clear communications.
- Research and assist in developing plans for expanding the RAIN OF HOPE presence.
- Serve as an ambassador of the mission of RAIN OF HOPE in the interaction with current and potential partners and the media.
- Maintain current reports submitted to the Executive Board and Board of Directors.

POSITION QUALIFICATIONS AND KNOWLEDGE:

- Bachelors Degree required.
- Five plus years of business/development experience. Marketing experience highly desirable.
- Proven success in meeting and exceeding performance goals.
- Must have documented successful partnership cultivation experience and a keen understanding of fundraising/income development.
- Must agree to and clear background check, particularly to work with children and youth.

JOB KNOWLEDGE & SKILLS:

- Has a strong performance orientation and skillful strategic thinking. Establishes clear expectations and continuously measures performance.
- The ability to work through stringent deadlines with acute attention to detail is required. Maintains focus on priorities.
- Self-starter with the ability to manage time effectively.
- Demonstrates excellence in both oral and written communications. Knowledge of external communications and cultivation techniques are essential.

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- A high degree of integrity in dealing with confidential donor, supported family and financial information.
- Ability to coordinate all aspects of an event including - logistics, correspondence, financial reports and printed materials.
- Ability to coordinate and lead committee meetings.
- Proficiency in Microsoft Office.

Send an email with resume to Jennifer Ricker at jricker@rainofhope.org

Information obtained in this position is confidential in nature and cannot be disclosed without prior written consent. The services provided by this position are critical to Rain of Hope Board of Directors, volunteers, partners, recipients, and donors.

ABOUT RAIN OF HOPE

Rain of Hope, Inc. is a Connecticut based tax-exempt nonprofit organization that teaches individuals to care and nurture the world around them, empower them to understand complex issues facing our community and environment, and work together to help solve problems. The simple lessons of compassion and problem solving will develop strong fundamental skills, teaching individuals that they have the power to shape their community.

For more information, contact: Jennifer Ricker at jricker@rainofhope.org.