

## Job Description

# Engagement and Outreach Coordinator

*Hours: 37.5 hours per week*

---

### **Purpose:**

This position provides regional outreach and nonprofit partner support to both internal and external stakeholders.

- Coordinates and executes outreach and sales efforts to current and potential Council nonprofit partners.
- Represents the Council as a Subject Matter Expert in products and services.
- Serves as first point of contact for current and potential Council nonprofit constituents.
- Reports directly to Executive Director.

### **Primary Responsibilities:**

#### **Nonprofit Relationship Development and Outreach**

- Plans and implements outreach to associations, chambers of commerce, and businesses to raise awareness of the Council, its products and services
- Meets with new and renewing nonprofit partners throughout the region (requires 30- 40% travel in Minnesota and Western Wisconsin)
- Identifies and cultivates relationships with nonprofit constituents that would benefit from participating in Council programs and products.
- Proactively contacts, connects and converts prospective agencies to constituents
- Coordinates efforts to increase awareness and participation of nonprofits with the Council
- Promotes Council programs and services to agencies throughout Minnesota and beyond.
- Represents the Council at conferences, trade shows and other events.
- Makes presentations to community partners, funders, businesses, associations, agencies, higher education institutions and boards of directors.
- Responds to phone-based or internet inquiries from current and prospective members.
- Provides daily customer service to agencies and other organizations.

#### **Other Responsibilities**

- Conducts timely and ongoing reviews with organizations currently participating in the Accountability Wizard®.
- Serves as the organization's Subject Matter Expert for the Accountability Standards®, Diversity, Equity & Inclusion Toolkit, and other Council products and services.
- Participates as an active member of the Council's team to support programmatic efforts related to charitable donations, volunteerism, advocacy and community outreach.
- Demonstrates cultural competency while working internally and externally
- Other duties as assigned.

## **Competencies:**

- Ability to effectively and persuasively represent the Council to diverse stakeholders, including CEOs, Executive Directors, Boards of Directors, Development staff, funders and other key constituents
- Excellent public speaking, facilitation and 1:1 communication skills and able to create and deliver training/workshops.
- Strong relationship management skills with ability to build new relationships on behalf of Council
- Must be tech savvy, autonomous while still a team player, and committed to both transparency and accountability
- Ability & desire to be accountable to different leaders and constituents
- Effectively works with varied personalities and situations requiring tact, judgment, and poise
- Takes initiative, both as an individual contributor and as a team member
- Uses good judgment in recognizing scope of authority and decision-making processes
- Responds positively to changing demands and priorities.

## **Required Qualifications:**

- Bachelor's degree in social sciences, nonprofit management or equivalent experience preferred.
- Sales experience preferred with development and/or marketing experience desirable
- Excellent public speaking, communication and persuasiveness skills
- Strong MS Office, CRM and database skills
- Strong oral and written communication skills; and project management skills
- Two + years' experience in the non-profit sector.
- Demonstrated knowledge of social media and its use.
- Ability to travel 30-40% throughout the region (Minnesota and Western Wisconsin)

**Annual Salary Range:** \$44,000 - \$48,000

## **To Apply:**

To apply, go to [bit.ly/CRCJobOpening](http://bit.ly/CRCJobOpening) to complete the brief application, upload your resume and provide your cover letter.

**Application Deadline: June 1, 2018**