

Community Outreach Manager Job Description

Overview:

The Community Outreach Manager oversees the planning and implementation of outreach strategies. They are primarily responsible for representing Renaissance Social Services to the broader community, creating strategic relationships with community organizations and leaders that expand Renaissance's understanding of community choices, and position Renaissance to be a leader in helping the community achieve its goals.

Primary Goals:

- Work with the Executive Director and Director of Development & Communications to create an Annual Outreach plan to guide Outreach activities that sets goals and objectives for Community Outreach
- Maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.
- Report regularly to Director of Development & Communications as to outcomes to date of Annual Plan.
- Prepare an annual budget for community outreach activities.
- Nurture new and old relationships with external organizations and community leaders.
- Schedule regular outreach exhibitions in the community.
- Identify potential sponsors for the agency and coordinate solicitation strategies for those potential sponsors.
- Assist in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives.

Requirements:

- Bachelor's degree in communications, marketing, business, or related fields.
- 3-5 years' experience within non-profit fundraising or outreach activities.
- Outstanding written communication and presentation skills.
- Strong experience preparing reports.
- Friendly, enthusiastic, and positive attitude.
- Strong knowledge of social media and other marketing platforms.
- Detail-orientated with the ability to manage multiple projects at the same time.
- Bilingual in English and Spanish preferred
- Valid driver's license and access to working, insured automobile

Reports to: Director of Development & Communications

Send resume to Joe Moag, Director of Development & Communications, at
jmoag@rssichicago.org

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