

Employment Opportunity

Position: Community Outreach Coordinator

Summary: The Community Outreach Coordinator specializes in the cultivation, solicitation, and engagement with congregations, organizations and community groups to create strategic and collaborative relationships through a variety of outreach activities.

Reports to: Vice President, Development

Responsibilities: (to be performed with or without reasonable accommodation):

1. Operates within the DuPage Pads Core Values, which supports providing care in accordance with the Trauma Informed Policy and Practices of the Agency.
2. Work with DuPage Pads leadership to develop and implement a comprehensive and innovative community outreach plan targeting current and potential congregations, organizations and community groups.
3. Work with the Vice President of Development, the Director of Interim Housing and the Volunteer Coordinator to develop and implement strategies to increase interaction and strategic alliances with congregations, organizations and community groups.
4. Work collaboratively and seamlessly with staff to identify new organizational partners.
5. Determine potential partners relevant to DuPage Pads through ongoing research and evaluation, and cultivate partners that best align with DuPage Pads short and long-term priorities and needs.
6. Engage potential partners on behalf of DuPage Pads in coordination with appropriate staff members.
7. Coordinate and schedule agency communication and written materials for current and potential community partners: speakers' bureau, blogs, email blasts, letters, newsletters, etc.
8. Serve as an ambassador/advocate of the mission of DuPage Pads with current and potential partners.
9. Ensures congregation, organization and community group satisfaction/retention through email, telephone, face-to-face meetings, thank you notes and other stewardship activities.
10. Manage expense budget.
11. Participate in development and supervision meetings, and monthly staff meetings.
12. Other duties as assigned.

Knowledge, Skills, and Abilities:

1. Excellent communication skills to motivate and build relationship with a wide range of ages and positions.
2. Demonstrates excellence in both oral and written communications.
3. Strong organizational skills with attention to detail.
4. Ability to work independently and as part of a team.
5. Computer literacy in Microsoft Word and Excel, database capabilities and online communication.
6. Creative and strong problem solving skills.
7. Ability to coordinate and lead meetings.
8. Familiar with marketing concepts and procedures.
9. Ability to prioritize and handle multiple tasks with attention to details and deadlines.
10. Ability to adapt easily to change.



Qualifications:

1. Bachelor's degree in Business, Marketing, Nonprofit Management or a related field.
2. Minimum of two years' experience in business/development; or an equivalent combination of training and experience.
3. Proven success in meeting and exceeding performance goals.
4. Familiarity with the homeless population a plus.

Other:

1. Provide own transportation.
2. Willing to work a flexible schedule, including evening and weekend hours.

Classification Status: Full-time exempt

To apply, please email cover letter and resume to hr@dupagepads.org, listing "Community Outreach Coordinator" in the subject line.