



The Place

Position: Outreach Coordinator

Classification: Full-Time, In-office, Forsyth and Dawson counties

Reports To: Director of Development

Pay: \$20/Hour; Full-time; Paid time off; Benefits eligible

Position Summary:

As a key member of the Development Team at The Place, the Outreach Coordinator will be responsible for developing and maintaining relationships with businesses, community partners, churches, and individuals to promote The Place's programs, events, and fundraising initiatives, as well as coordinating food and toy donation drives. This role will also leverage these relationships to cultivate sponsorships and partnerships that provide financial or in-kind support for The Place's programs. Strong organizational, written, and oral communication skills are required. The Development Team is collectively responsible for raising approximately \$1,860,000 annually through individuals, corporations, foundations, public funding, and special events utilizing nonprofit software, website, social media, marketing tools, and printed materials.

Responsibilities and Duties:

- Maintain a digital/Outlook calendar of outreach activities, including events, speaking arrangements, appearances, and other communication/marketing opportunities.
- Build and nurture relationships with collaborative partners to increase engagement and support.
- Identify and cultivate sponsorship and partnership opportunities with businesses, churches, and organizations to support The Place's programs and initiatives.
- Schedule and represent The Place at tabling events and outreach exhibitions in the community.
- Prepare accurate records and reports on outreach efforts and donations.
- Maintain a database of contacts, partnerships, and sponsorship leads in Salesforce.
- Assist in the organization of special events, including donor/volunteer appreciation events, fundraising initiatives, and public awareness campaigns.
- Assist in coordinating food, toy, and other donation drives.

Qualifications and Experience:

- Bachelor's degree or equivalent related experience.
- Preferred 3-5 years of experience in nonprofit fundraising, outreach, or business development.
- Strong written communication, oral, and presentation skills.
- Experience with Microsoft Word, PowerPoint, Excel, and Outlook.
- Experience with Canva.
- Experience in securing sponsorships or partnerships is a plus.
- Strong analytical skills with experience preparing reports.
- Friendly, enthusiastic, and positive attitude.
- Detail-oriented with the ability to manage multiple projects at a time.
- Experience with CRM software like Salesforce (not required).
- Able to lift up to 30 pounds.
- Ability to work a flexible schedule with some nights and weekends.

DISCLAIMER:

Some events may be outside in hot and cold temperatures.

This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.