



## **JOB DESCRIPTION**

**POSITION TITLE:** Development & Outreach Coordinator

**RESPONSIBLE TO:** Executive Director

### **REQUIREMENTS**

- Bachelor's degree in psychology, counseling, social work, child development, sociology, public relations, business, marketing or related field; or combination of college and social service work experience which totals at least four years
- At least 1 year relevant experience in non-profit field preferred
- Knowledge and understanding of dynamics of child abuse, legal and child welfare systems preferred
- Experience in education field a plus
- Fundraising experience preferred
- Excellent verbal and written communication skills and effectiveness as a public speaker
- Strategic thinker with ability to manage short and long term goals
- Detail oriented with strong time, project, and schedule management skills
- Ability to respond positively to changing circumstances, meet deadlines and prioritize
- Experience identifying, recruiting, training, and supervising volunteers preferred
- Proficient knowledge and skills in Microsoft Office software, internet-based applications, and technology
- Ability to work well with others, particularly with children, youth and families

### **PROGRAM**

1. Ensure compliance with program standards of Children's Advocacy Centers of Texas and any other funding source or regulatory agencies.
2. Maintain statistical records as required by the agency, federal, state, and local governments, funding sources, regulatory agencies, etc.
3. Assist Program Director, as requested, in preparing reports in a timely manner.

### **DEVELOPMENT**

1. Assist in coordination and planning of special events.
2. Assist in development and implementation of new fundraising opportunities.
3. Identify and maintain on-going contact with potential community financial supporters.
4. Solicit funds and in-kind donations from potential donors.
5. Ensure accurate data entry using agency's donor software program.

6. Ensure donor stewardship.
7. Write and distribute newsletter and other marketing communications.
8. Design and maintain agency collateral materials getting input from each program as needed.
9. Provide presentations to community, civic, and professional groups.
10. Assist in maintaining contact with the local media and preparing press releases for Center events.
11. Write smaller grant requests as assigned by Executive Director.
12. Assist in gathering information for other grants.
13. Maintain agency's social media accounts.
14. Other duties as assigned.

### **OUTREACH**

1. Attend and/or present at relevant fairs and organizations.
2. Communicate with professionals, community leaders, and parents to raise awareness about the existence of child abuse.
3. Coordinate, document, and provide primary facilitation of all children's outreach programs and trainings for area professionals.
4. Train staff and volunteers in facilitation of outreach programs when necessary.
5. Responsible for Outreach Program development and new program implementation.

### **VOLUNTEER/INTERNSHIP PROGRAM**

1. Recruit, screen, and manage volunteers to meet the Center's needs.
2. Conduct volunteer training and maintain volunteer records.
3. Develop and maintain application paperwork and training curriculum for volunteers and interns.
4. Provide regular oversight and monitoring of volunteers and interns.
5. Coordinate and manage group volunteer projects.
6. Oversee individuals volunteering through required community service as assigned by the District Attorney including documentation of contact, completed hours, and any monetary donations. Provide documentation to the DA's office upon completion of hours or dismissal of individual from service at the CAC.

### **GENERAL**

1. Assist with the gathering of information for grants.
2. Assist with maintaining a clean and safe work environment.
3. Assist with preparation for MDT meetings and Board of Directors meetings as needed.
4. Attend and participate in agency staff meetings.
5. Other activities, as necessary, to support the mission and goals of the agency and as assigned by the Executive Director.