

# Job Description



OhioGuidestone  
WHERE NEW PATHS BEGIN

<b>Job Title: Community Outreach Officer</b>	<b>Location: Northwest Ohio</b>
<b>Supervisor: Vice President, Advancement</b>	<b>Employee Status: RFT</b>
<b>Revision Date: 3/2/2022</b>	<b>FLSA: C (H/E/40)</b>

***Demonstrate Our Promise each and every day, performing with the highest standards of excellence, integrity and ethics. Engage agency Volunteers and Interns to enhance program performance, provide an educational workplace experience and support the agency's mission.***

## **Job Summary:**

The Community Outreach Officer helps OhioGuidestone to promote the agency, recruit volunteers, implement media campaigns and achieve fundraising goals. This employee must be self-motivated, enthusiastic and community- and mission-driven.

## **Duties/Responsibilities:**

- Support the planning and implementation of outreach strategies. Maintains a calendar of outreach activities including community events conducted by or held on behalf of agency as well as events where the agency should have representatives in attendance
- Responsible for connecting people in the broader community by creating sponsorship opportunities and cultivating relationships with businesses, individuals, families, churches and relevant organizations.
- Schedule regular outreach activities such as lunch and learns, dinners or tours during which stakeholders or prospective stakeholders can see firsthand the efforts and impact of programs in Northwest Ohio.
- Collaborate with internal agency partners such as Vice President, CEO, Lead Grant Writer, etc. to assist in solicitations when needed.
- Represent OhioGuidestone and works with the management team to develop and implement initiatives that increase the agency's visibility within the region of Northwest Ohio.
- Provide information about Northwest Ohio region to the agency's communications team to assist with integrated communications plan.
- Has annual budgetary responsibilities inclusive of preparation, implementation, and management.
- Work with grants team to identify opportunities for grants benefitting general operating, capital improvements and program-specific dollars. Call upon front-line fundraisers, CEO or VP when appropriate.
- Attend team meetings to share success stories and learn from others – keeping Northwest Ohio Region informed of the entire agency's efforts and informing the agency of Northwest Ohio's achievements.
- Work with database manager to track activity, show progress and create reports focusing on the Northwest Ohio Region's efforts and progress.
- Create and coordinate special projects for the Northwest Ohio region (ex. donor appeals etc.)
- Incorporate donors of the former Double Arc agency into the fabric of OhioGuidestone donors.
- May be involved in the planning, organization, and implementation of special events, specific projects, or program changes other than stated above.
- Exhibits positivity, flexibility and a willingness to take on new responsibilities as requested or required.
- Demonstrate positive leadership, promote a team-based work environment and present the agency in the most positive light with all internal and external contacts.

## **Required Skills/Abilities:**

- Possess agency focused positive attitude and readiness to be a team player.
- Excellent interpersonal and communication skills.
- Excellent customer service skills. Interacts verbally with applicants, coworkers, supervisors, vendors, and external business partners.
- Computer literacy skills, including Windows applications, Microsoft Office Suite, and basic database usage, as well as basic typing.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Performance/Physical Requirements:**

- Work is generally performed at a desk, prolonged periods of sitting, data entry, filing, and photo-copying.
- Interacts verbally with coworkers, supervisors and representatives from outside agencies.
- Works flexible hours, which can include days, evenings, and weekends, as desired to meet the needs of agency.
- Maintains regular and reliable attendance to the satisfaction of management.
- Must adhere to all Our Promise Values and Guiding Principles.

**Qualifications:**

- Minimum educational level is a High School Diploma or GED, or Bachelor's Degree in Accounting or related field.
- Experience with community outreach in a nonprofit setting.
- Must have a valid Ohio Driver's License with a safe driving record and valid insurance.
- Ability to take and pass a physical exam, tuberculosis test and drug screening.
- Employment is contingent upon clear results of a thorough background check.

*\*Funding sources may require OhioGuidestone to hire an advanced degree*

**Yes, I can meet all essential functions of the position.**

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print:** \_\_\_\_\_