**DOWN EAST PARTNERSHIP FOR CHILDREN**

**POSITION: Community Outreach Specialist**

**REPORTS TO: Communications and Development Coordinator**

**CLASSIFICATION: NON-EXEMPT**

**HOURS PER WEEK: 40 Hours**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Executive Director

**PRIMARY PURPOSE:** Provide support for Community Outreach, Research and Development Team, DEPC fund-raising efforts/development, and Operations.

**ABILITIES NEEDED:**

* Trustworthiness
* Discrete with confidential information
* Excellent verbal and written communication skills; Positive professional communication with diverse populations
* Detail Oriented
* Manage multiple tasks from multiple sources and set priorities
* Self-starter
* Proficient in technology (Email, Facebook, Twitter, website and databases such as Little Green Light and Gifts)
* Handle money, make deposits, pull monthly reports
* Work under time pressure

**WORK REQUIREMENTS**

* Proficient in Microsoft Office, data entry, web-based programs, and social media environments
* Experience working in a multi-faceted team environment
* Previous Fundraising experience
* Valid Driver’s License

**ESSENTIAL RESPONSIBILITIES**

Community Outreach, Development, and Operations

**Community Outreach**

* Assist with all aspects of the Community Outreach Committee (meets quarterly)
  + Meeting preparations
  + Compiling minutes
    - Additional follow-up as needed
* Maintain all promotional items
* Assist Communications & Development Coordinator with keeping Development and Communications Plan updated
* Assist with public outreach events, contribute to major events calendar
  + Week of the Young Child, expos, fairs, Open House, golf tournament, Tidal Wave, etc.
* Recruiting volunteers. Assist in gathering information for internal and external communications
* Maintain contacts for e-blasts and mailing lists (Constant Contact, Little Green Light)
* Facilitate bulk mailings (Surveys, Thank You cards and Impact Report)
* Assist with updating DEPC website content, calendars, E-Blast communications and Events Master List
* Meet with individuals and businesses to support DEPC’s mission.
* Assist with tours

**Research & Evaluation**

* Meet with Communications & Development Coordinator weekly to coordinate R&D support activities
* Provide program support and assist R&D team members as needed
* Assist team members with collection and distribution of data entry for program evaluations, community surveys and other assessments (Smart Start, SNAP-Ed, social media)
* Participate in R&D team meetings

**Development**

* Assist with quarterly development team meetings
  + All meeting preparations
  + Compile minutes
  + Additional follow-up as needed to support work of Development Committee
* Support team in updating of event Google doc.
* Coordinate Volunteers
  + Application Process
  + Assign duties
  + Compile volunteer opportunities
  + Enter volunteer information into Little Green Light
* Provide support for all fundraising efforts
  + Sponsorships (Open House, WOYC, golf tournament, United Way Annual Internal Campaign, Tidal Wave)
  + End of Year Giving Campaign (Giving Tuesday)All other activities (thank you letters, personal follow-up letters, etc.) pertaining to development work of DEPC, including reporting Little Green Light/Gifts
  + Attend partner events
  + Collaborate with Tarboro and Rocky Mount Chambers
  + Update Development and Communications plan with Communications and Development Coordinator
  + Meet with individuals and businesses to support DEPC’s mission
  + Donor Recognition (contests, giveaways, social media, mural)

**Operations**

* Review daily receipts and prepare the bank deposit, securing the proper approvals
* Make daily deposits and necessary follow-up details
* Enter daily deposits into Gifts Database and Little Green Light.
* Monitor Little Green Light daily for incoming electronic deposits
* Front desk support, which includes greeting clients, answering phones, and serving as the face of DEPC

**Other**

* Attend DEPC staff meetings and retreats, which may include an out of town retreat
* Responsible and accountable to the Communications & Development Coordinator for day-to-day activities
* Other duties assigned as deemed appropriate by the Executive Director and the Research and Development Director

**EDUCATION**

* Two year degree OR equivalent education and experience

**PHYSICAL REQUIREMENTS**

* While performing this job, the employee is:
  + Frequently required to sit; use computer, tools or controls; reach with hands or arms
  + Periodically required to stand; walk, stoop, kneel
  + Occasionally required to lift up to 25 pounds
* Specific vision abilities required by this job include:
  + Close vision
  + The ability to adjust focus to operate the computer