



Outreach and Development Coordinator

POSITION SUMMARY:

The Outreach and Development Coordinator is responsible for planning, organizing, and directing all of BBBS of Big Sky Country's fundraising events and for increasing donor and community engagement through media and communications to support program and fundraising growth. The role will develop and implement an annual communications plan to include fundraising efforts, donor development, general awareness raising, initiatives, community education opportunities, and sponsor recognition. The Coordinator works closely with the Chief Executive Officer and Chief Operating Officer in all development and fundraising endeavors.

QUALIFICATIONS:

- Must embrace the mission of Big Brothers Big Sisters.
- Strong communication, interpersonal, and writing skills.
- Ability to lead and inspire.
- Knowledge and experience in event development and management and in media and communications.
- Ability to work with, motivate, and manage volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a "self-starter" and goal driven.
- Be organized and exhibit "follow through" on tasks and goals.
- Be able to manage priorities in order to meet deadlines and achieve goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.

DONOR MANAGEMENT RESPONSIBILITIES

Create and manage a strategic plan for how to cultivate and nurture donors to create stable and lasting support for the BBBS mission. Coordinate donor communications, outreach, and appreciation.

1. Build community awareness of BBBS programs and outcomes.
2. Create and manage a communications plan that develops donor relationships.
3. Develop a strategic pipeline of donors.
4. Coordinate donor communication efforts in collaboration with CEO.
5. Maintain accurate and strategic contact information and outreach lists.
6. Manage donor recognition.
7. Develop and coordinate community campaign(s).

FUNDRAISING EVENT RESPONSIBILITIES

Holistically evaluate current events to develop a comprehensive and brand-aligned event fundraising strategy with clear goals and objectives. Develop and refine a compelling program-focused narrative for our events to highlight program achievements and connect donors to our mission.

1. Develop an integrated and brand-aligned sequence of fundraising events.
2. Manage the execution of events (including management of volunteers)
3. Build relationships and partnerships with vendors to support event functions.
4. Build sponsorship packages that entice new donors to support.
5. Make public appearances/accept speaking engagements to share information about the BBBS with the community.
6. Manage event committees
7. Facilitate Staff/Board Development Committee meetings & event committee meetings. Collaborate with co-chairs.
8. Maintain fundraising database and tracking systems in collaboration with COO.
9. Develop and manage event budget in collaboration with CEO and COO.
10. AR bullet?
11. Oversee creation of publications to support fund raising activities.
12. Maintain gift recognition programs.

MEDIA RESPONSIBILITIES

Develop and execute strategy for growing our fundraising capacity and programs through strategic media, marketing, and communications. Determine communication goals, roadmaps, and budgets. Develop and refine a compelling narrative to be used across our locations and staff.

1. Become an expert in BBBS's brand and contribute to the ongoing development of our brand.
2. Oversee Brand Ambassador program to strengthen community relations.
3. Create consistent messaging and ensure continuity in organizations' communication across all mediums. (Proofreading and editing content for other staff as needed).
4. Collect and write impact stories.
5. Track and report on the effectiveness of communications initiatives using web analytics, internal reporting processes and other measurement tools.
6. Document and electronically archive the corporation's communications projects and assets to ensure comprehensive records and easy retrieval.
7. Monitor relevant conversations in news and keeping the BBBS team up to date on these items.
8. Coordinate and consolidate internal feedback on content.
9. Oversee BBBS website updates.
10. Create and distribute all BBBS-BSC's e-newsletters and printed newsletters, in collaboration with program staff as needed.
11. Create content for and manage BBBS-BSC's social media presence.
12. Work with local media outlets to amplify BBBSs message; build relationships with local media outlets.

SALARY / BENEFITS

Part Time (20-30 hours per week) at \$17-19.00/hour (depending on experience)
Prorated benefits include: vacation, holidays, sick leave, up to 3% retirement match

DEVELOPMENT TEAM STRUCTURE

CEO is direct supervisor. Will collaborate with CEO and COO closely.

This role manages and collaborates with event committees. May also manage interns.

POTENTIAL GROWTH OPPORTUNITIES

With successful achievement of meeting event fundraising and media goals (to be developed), this role may have the opportunity to become full-time and/or split into two separate roles: one focusing on development more broadly (including grants) and one focusing more on the media/communications aspect. Growth may also include managing contractor to support with events.

TO APPLY

Send resume and cover letter to Katie (katie@bbbs-bigskycountry.org)