



Position Overview

The Business Outreach Coordinator (BOC) will work to develop business relationships with small businesses and community-based programs and organizations to provide funding for Young Mothers INC programs. This position will also coordinate activities between subscribing communities, organizations, volunteers and fundraiser staff to provide solutions to eligible residents. The BOC will work with small businesses and community-based organizations to develop and establish strategic programs with fundraiser department leaders. Furthermore the BOC will identify and partner with trade organizations, community leaders, local government and other applicable groups to develop targeted outreach.

The BOC will also work with Fundraiser Smart staff to develop a methodology to review proposed community-based programs and evaluate and document the performance of current and past community-based programs. May help write grant proposals, research and develop concept papers on best practices, and define and implement plans.

Responsibilities

- Analyze outreach data for trends
- Produce accurate and timely reports
- Maintain outreach files as required
- Manage the Business Outreach Program
- Recruit and train outreach volunteers
- Convey information to businesses in an accurate and concise manner
- Develop a review process to evaluate community-based programs
- Review current and past community-based programs
- Develop strategies to address gaps in program offerings

Requirements

- Strong personal commitment to Young Mothers INC mission
- At least 2 years of community outreach experience or a similar combination of education and experience
- Management experience which includes supervising staff, writing contracts, managing budgets, communicating efficiently, and developing and attaining goals
- Experience with training staff members and creating training programs and materials
- Experience with community outreach, volunteerism and volunteer coordination
- Excellent written and oral communication skills
- Proficiency with spreadsheet, word processing and database software
- Strong interpersonal skills and the ability to handle competing priorities
- Detail oriented and organized
- An advocate for energy efficiency and affordable housing