



Job Description: Outreach Coordinator

The non-profit outreach coordinator manages the charitable giving for the Clinton County Community Foundation. This role supports the Foundation's mission and guides the nonprofit to achieve its charitable goals. The coordinator assists in development and oversight of budgeting, cultivating donors, developing outreach strategies, community and public awareness, media relations, and fundraising activities.

Responsibilities:

1. Funding development.
2. Create community awareness of the goals and objectives of the Foundation through multiple avenues including the development of strong community relationships, including proactive media and social media campaigns.
3. Oversee charitable grants from the funds established by donors.
4. Act as public speaker and public relations representative by conducting informational presentations at local universities, clubs, community organizations, and civic groups.
5. Maintain the Foundation's website and social media platforms.
6. Perform administrative duties, such as overseeing mailings, monitoring budget information, and reporting on financial issues.
7. Develop press releases, brochures, and other marketing materials. Partner with local media to promote Foundation events, news, and activities.
8. Prepare agenda and documents for the board of directors' meetings.
9. Attend board meetings and committee meetings.

Preferred Qualifications:

1. Strong organizational, management and administrative skills.
2. Excellent communication, interpersonal and leadership skills, and comfortable presenting, networking, and relationship-building.
3. Fundraising and grant management experience.
4. Computer and website management skills with Microsoft Office knowledge, and experience managing social media business accounts on multiple platforms.
5. Knowledge of community resources and a strong understanding of the needs present in Clinton County.
6. Experience with non-profit and philanthropic work.

Work Environment:

- Office Space in Lugg Law Office, Lock Haven with the option to work from home.
- Salary: Commensurate with experience and qualifications.
- Hours: Part-time with an 80-hour month. Salaried.