



1130 N Eglin Pkwy
Shalimar, FL 32579

Title: Community Out-Reach Specialist
Pay Rate: \$16.20/Hourly
Job Status: Non-Exempt
Reports to: Chief Executive Officer (CEO)

SUMMARY OF RESPONSIBILITIES:

This position is responsible developing community relationships and generating advocacy within the local area while creating a diverse grant portfolio, which requires an individual possessing exemplary people skills and excellent communication and writing skills. Bilingual ability is preferred. Attention to detail, a high degree of organization and computer/information system technology capabilities are required to perform the responsibilities of this position. Work is performed under the general direction of the CEO and is reviewed through conferences, reports, and performance evaluations. This is a position of trust and responsibility.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Identify, define and acquire philanthropic funding resources available to the organization;
- Develop and implement a cost-effective fund development program involving individuals, businesses, private foundations and government agencies that focus on raising funds from diverse sources;
- Developing, implementing and monitoring progress toward short- and long-term strategies and goals for the development program;
- Responsible for the development and implementation of specific campaigns for tax-credits, planned giving, charitable trusts, endowments, and development projects;
- Responsible to maintain efforts to Identify, cultivate, recruit, and organize partnerships and volunteers;
- Work with organization staff to update marketing, messaging and communications, including setting and monitoring adherence to branding guidelines and creating mass communication pieces;
- Serve as a public representative of the organization, including cultivating relationships with community members, including prospective volunteers and supporters to build awareness of and commitment to ELC-EC's mission;
- Responsible for seeking grant opportunities to support the ELC-EC mission, and completing the application form for submission;
- Assists in the development and preservation of partnerships with community resources;
- Responsible for developing a program to serve as a support for Early Childcare professionals providing the necessary knowledge, skills and resources that will ensure success within the career pathway.
- Develop strategies and work with staff members to coordinate all community outreach activities of the organization in keeping with organization goals and budgets;
- Develops program marketing materials for distribution;
- Responsible for effectively and efficiently completing activities and meeting target deadlines to execute successful events;
- Completes PAR forms, monthly;
- Produces and reviews standard and requested reports;
- Researches, pulls, and reviews documentation related to department activities;
- Assists in development and implementation of goals, policies, priorities and procedures relating to assigned department;
- Understands and applies activity to appropriate funding sources and Other Cost Accumulators (OCA's);
- Reviews and updates policies and procedures, as directed;
- Maintains and updates position manuals, as directed;
- Provides audit support;
- Participates in ELC-EC conducted trainings and activities, as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong customer service orientation, with extensive experience in effectively addressing and resolving issues with constituents;
- Ability to proactively monitor and adjust activities to respond to changing circumstances and priorities to meet goals, proactively address issues as they arise and mitigate risks associated to events;
- Outcome driven; strong project management ability;
- Remains composed under stress, handles responses to criticism tactfully and delivers on organizational commitments;
- Strong interpersonal skills and ability to translate others' input into narratives.
- Highly detail-oriented with excellent organizational and time management skills.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels;
- Being resilient - Rebounds from setbacks and adversity when facing difficult situations.
- Builds networks - Effectively builds formal and informal relationship networks inside and outside the organization;
- Customer focus - Builds strong customer relationships and delivers customer-centric solutions.
- Drives engagement - Creates a climate where people are motivated to do their best to help the organization achieve its objectives;
- Ability to recruit, train and motivate community-based volunteers;
- Ability to follow oral and written instructions;
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems;
- Ability to perform mathematical solutions;
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Demonstrates effective time management skills;
- Ability to work with minimal or no supervision;
- Ability to read, understand, and apply appropriate rules and regulations;
- Suitable experience with Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook;
- Must have excellent interpersonal, communication (both verbal and written) and organizational skills;
- Strong customer service skills;
- Ability to work collaboratively in a team-oriented environment;
- Ability to effectively prioritize tasks; and,
- Ability to work scheduled hours and willingness to work additional hours as needed.
- Maintains confidentiality with highly sensitive information;
- Attends work related staff meetings and workshops as directed;
- Participates in ELC-EC collaborative efforts as needed;
- Follows the ELC-EC policy and procedure on reporting abuse and/or neglect;
- Promotes and follows safety policies in the workplace;
- Valid driver's license, appropriate insurance (or signed non-driver affidavit) and reliable transportation;
- Must maintain Level II Background Screening;
- May be subject to drug tests;
- Maintains a professional, well-groomed appearance;
- Enhances the organization's reputation by accepting ownership for accomplishing new and different requests;
- Explores opportunities to add value to job accomplishments, and;
- Contributes to team effort by accomplishing other various duties as assigned.



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QUALIFICATIONS:

REQUIRED:

- Associate's degree in Communications or Related field;
- Three (3) or more years of Grant writing or administrative experience in non-profit setting, and,
- Proficiency in Microsoft Office Suite; and Adobe Creative Suite

PREFERRED:

- Bachelor's degree in Communications or closely related field;
- Five (5) or more years of Grant writing or administrative experience in non-profit setting, and,
- Intermediate or Advanced Microsoft Office and Adobe Creative Suite.

PHYSICAL ACTIVITY/WORKING CONDITIONS:

While performing the duties of this job, the employee is Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear. The employee is also required to sit at a desk and use a computer. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job includes close vision and ability to adjust focus. Employee May be exposed to outside weather conditions. Temperature in the buildings may fluctuate. The noise level in the work environment is usually quiet, but noise levels at community events may be higher. Children are present during normal operating hours. Employee may be required to travel overnight. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Please send your cover letter and resume to HR@elc-ec.org