

<b>Position Title: Community Outreach &amp; Development Coordinator</b>	<b>Reports To: Senior Director, Northern New Mexico</b>
<b>Date: April 18, 2022</b>	<b>Location: Gallup, NM</b>
<b>FLSA Status: Full-Time, Non-Exempt</b>	<b>Starting Salary: \$40,423-49,856 (DOE)</b>

JOIN A FORWARD-THINKING ORGANIZATION THAT IS PROVEN TO MAKE POSITIVE IMPACT ON CHILDREN'S LIVES. Big Brothers Big Sisters Mountain Region (BBBSMR) is looking for an outgoing, people-oriented and highly organized individual to join our team. BBBSMR provides one-to-one mentoring services to children facing adversity that empower them to reach their fullest potential.

#### **KEY RESPONSIBILITIES:**

##### **Community Outreach**

- Under the direction of the Senior Director, identify, develop, and manage relationships with private sector, government, and tribal partners throughout the communities of Gallup, Grants, and Window Rock.
- Identify opportunities to raise public awareness of BBBSMR's one-on-one mentoring services (e.g., information booths at local events). Set up and manage informational booths at events as determined by Senior Director.
- Through community relationships, help identify children who will benefit from a mentor; assist with responding to initial inquiries from families. Ensure a smooth transition to program team for child enrollments and match support.
- Through community relationships, conduct general and targeted recruiting of volunteer mentors to match with children based on their preferences, interests, and needs. Assist with responding to inquiries from potential volunteers. Ensure a smooth transition to program team for volunteer enrollments and match support.
- Collaboratively with BBBSMR team, grow high quality programming in Gallup, Grants and Window Rock and support such growth across BBBSMR service areas.
- Help families identify and connect with other community supports as needed.

##### **Fund Development**

- Assist Senior Director with fundraising events, from initial planning and organization through execution, documentation, and follow-ups.
- Assist with identifying, soliciting, and securing corporate sponsorships.

- Give presentations to local businesses, foundations, agencies, and tribal partners to increase awareness of BBBSMR's services and to grow and sustain funder relationships.

### **JOB QUALIFICATIONS:**

Our ideal candidate identifies as an “extrovert” or “people-person,” is adaptable and flexible, is passionate about our mission, and has excellent organizational skills.

We understand that well-qualified applicants may not meet every qualification listed. If you believe you are well-qualified and have the right experience to perform the duties of this position, please apply!

- **Education:** H.S. Diploma or equivalent required. Bachelor's degree or 4+ years of fundraising experience with demonstrated results preferred. CFRE or similar certification a bonus.
- **Customer-Focus:** Demonstrated ability to build rapport and strong working relationships with diverse individuals. interpersonal skills and ability to communicate verbally and in writing to individuals and groups. Strong, existing connections and relationships within Gallup, Grants, and Window Rock communities is highly desirable.
- **Written and Verbal Communication:** Has active and attentive listening skills; adapts communication content and delivery to individual needs. Openly and diplomatically expresses opinion. Translates what is heard, observed or assessed into documents that are accurate and concise; clearly communicates key information to others with a need to know. Adeptly adjusts communication content and delivery to fit different perspectives, needs, backgrounds, cultures, and styles.
- **JEDI:** Demonstrated commitment to advancing justice, equity, diversity, and inclusion.
- **Continuous Improvement:** Proficient in or demonstrates aptitude to learn and apply fund development “best practices” to own work. Plans and organizes work effectively. Adapts work practices to meet goals and deadlines. Persists in the face of obstacles or setbacks. Accepts responsibility for quality and outcomes of own work.
- **Planning and Organizing:** Effectively manages time, consistently meets deadlines, and uses resources creatively and efficiently.
- **Resiliency and Flexibility:** Adaptable and flexible in a changing environment; able to interpret situations and information objectively when stressed. Maintains high performance in the face of setbacks or changing circumstances. Views failures

objectively and rebounds quickly. Works to clarify situations where information or objectives are ambiguous.

- **Strategic Alignment:** Able to align own work objectives with the organization's strategic plan; takes organizational priorities into consideration. Acts with an understanding of how the community affects the business; recognizes how own actions and decisions affect other jobs or outcomes.
- **General Office Skills:** Proficient in MS Office: Word, Excel, Outlook, Teams. Adept at learning new systems and processes. Familiar with donor database management.

Position requires schedule flexibility, as presentations, events, and other activities often take place on weekends or evenings. Reliable vehicle required for reimbursed travel to partner sites, events, and other occasional needs. Valid driver's license and proof of insurance required upon hire.

Bilingual skills in Spanish or Navajo are a plus but not required for the position.

#### **COMPENSATION & BENEFITS:**

**In addition to training and a supportive work culture, BBBSMR offers employees:**

- Paid Holidays
- Four weeks of Paid Time Off (PTO) per calendar year to include paid sick leave
- Retirement Plan (403B) with employer match
- Health Insurance
- Dental Insurance
- Life & ADD Insurance

#### **How to Apply**

To apply, please fill out our BBBSMR application on our Careers page at

<https://www.bbbsmountainregion.org/current-openings/>