



**The Place of Forsyth County**

**Position: Outreach Coordinator**

**Classification: Part-Time**

**Reports To: Director of Purposeful Giving**

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**Position Summary:**

*As a key member of the marketing and development team of The Place of Forsyth County, the Outreach Coordinator will focus on Dawson County developing and maintaining relationships with businesses, community partners, churches, and individuals to help promote The Place programs, events, fundraising along with food and toy donation drives. Strong marketing, social media, organizational, written, and oral communications skills required.*

**Responsibilities & Duties:**

- Coordinate and organize food and other donations drives.
- Maintain a calendar of outreach activities, including events, appearances, and other communication/marketing opportunities.
- Nurture new and old relationships with collaborative partners
- Schedule regular outreach exhibitions in the community and educate employees on community responsibility.
- Prepare accurate records and reports on items collected.
- Maintain a database of contacts.
- Assist in the organization of special events, including donor/volunteer appreciation events and other fundraising and public awareness initiatives.

**Qualifications and Experience:**

- Bachelor's degree in communications, marketing, business, or related fields
- Preferred experience of 3-5 years within non-profit fundraising or outreach activities
- Outstanding written communication, oral, and presentation skills
- Strong experience preparing reports.
- Friendly, enthusiastic, and positive attitude
- Strong knowledge of social media and other basic marketing platforms
- Detail-oriented with the ability to manage multiple projects at a time.

**DISCLAIMER:** *This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.*