



## Job Opening

Position Title: Outreach Manager

Type: Hourly-rate position, 26-30 hour/week

Reports To: Executive Director

### Job Overview:

The Outreach Manager is responsible for oversight, coordination, and implementation of the organization's development, outreach, and communications efforts. This role may include the planning and organization of fundraising events and conferences, the coordination of corporate, educational, and community volunteer programs, and the design of publicity and marketing materials.

### Key Responsibilities:

- Plan, promote, and implement programs, events, and meetings for the organization.
- Coordinate general and restricted fundraising efforts for the organization and its programs.
- Work with donors, sponsors, and funding partners including membership and events.
- Seek new ways to engage the community through creative outreach.
- Assist Executive Director and Stewardship Director with grant applications.
- Design and print marketing materials.
- Assist with general administrative duties such as public email/phone inquiries, filing, and recordkeeping.

### Qualifications:

- Ability to influence and engage a wide range of donors and cultivate long-term relationships.
- Experience with donor and outreach CRM software, Adobe Creative Suite, and WordPress is preferred.
- Knowledge of Microsoft Office Suite, Google Apps, and general admin software to execute the position in the most effective way.
- Ability to work both independently and with a team.
- Efficient communication skills and excellent reliability and time management.
- Aptitude for outdoor activities and some weekend and evening hours are required.
- Experience in grant writing, graphic design, and program coordination within the non-profit sector is helpful.
- General knowledge of Hopewell Valley and land preservation is helpful.
- Valid Driver's License required. Ability to lift 25 pounds is preferred.

Interested candidates may send resume and cover letter to [info@fohvos.org](mailto:info@fohvos.org).