

Job Title	Community Outreach Coordinator
Short Description	To lead the execution ,analysis, planning ,control and evaluation of fundraising and event efforts; build strategic relationships within the community; conduct a variety of outreach activities; and lead the Outreach/Fundraising committee meetings.
Full Description	<p>Position Description</p> <p>Department: ACU Foundation Reports to: Chief Operating Officer Supervises: None Skill Levels: Full-Time</p> <p>Position Purpose</p> <p>The primary purpose of this position is to assist Associated Credit Union in living out its Mission: To offer members financial products that fulfill their needs, service that exceeds their expectations, and relationships that inspire their trust.</p> <p>This position leads the execution, analysis, planning, control and evaluation of fundraising and event efforts; build strategic relationships within the community; conduct a variety of outreach activities; and lead the Outreach/Fundraising committee meetings.</p> <p>Essential Functions & Core Duties</p> <ul style="list-style-type: none"> • Serve as the Director of Associated CU’s Foundation Committee, leading monthly planning and budgeting sessions, while managing a ~\$150,000 budget annually. • Direct a variety of Foundation events to support various volunteer outings, charitable events and fundraising efforts. Including, but not limited to, Duck Hunt, Making Caring Count for Christmas, Junior Achievement, Wilderness Works, CHOA, Back 2 School Drive, Red Cross blood drives, and fundraising walks. • CU 4 Kids Bowl-A-Thon Committee member • Advise and partner with ACU leadership on external support and internal employee giving. Help serve as liaison between ACU area leadership and external stakeholders. • Foster, drive, and promote the company’s contributions to the local community through public speaking, social media, marketing, and other communications efforts. • Support executive level corporate social responsibility (e.g., philanthropies, accessibility, sustainability) initiatives that build resiliency, self-sufficiency, and opportunities for individuals and communities that ACU serves. • Assist the Chief Operating Officer with grant research and writing if needed. <p>Fundraising</p> <ul style="list-style-type: none"> • Creates a diversified annual fundraising plan that is in alignment with the agency’s strategic plan

- Conducts activities related to establishing and managing annual giving campaigns, event planning, and fundraising activities.
- Supports and grows special events and third-party opportunities.
- Develops and directs a program for the cultivation, solicitation, and stewardship of individual donors, businesses, and foundations.
- Manages a timely and appropriate donor management and acknowledgement system.
- Maintains accurate records and provides regular reports on goals in the fundraising plan.

Community Outreach and Education

- Creates an annual outreach strategy and execution plan.
- Develops plan to recruit, train, and utilize volunteers.
- Attends relevant community meetings; participate in relevant councils and committees.
- Schedules outreach presentations in the community and communicates with staff regarding coverage and responsibilities.
- Develops a consistent presentation outline.
- Develops outreach materials and packets.
- Maintains relationships with collaborative partners and cultivate new ones.
- Assists in the coordination of special events including holiday baskets/gifts; donor/partner/volunteer appreciation activities.

Other Duties & Responsibilities

- Maintain in-depth knowledge of Credit Union products and services (rates, pricing, policies, etc.).
- Maintain current knowledge of industry trends, opportunities, channels, products, and services.
- Exhibits a strong understanding of business processes and workflows for business unit(s), as well as, understanding the underlying technologies supporting business functions.
- Comply with all regulations when performing all job requirements, and stay abreast of updates/requirements of any other compliance or regulatory activities through completion of training courses assigned annually by the Learning and Development Department.
- Other duties as assigned.

Qualifications

Education: Bachelor's degree with preferred 3-5 years of experience with non-profit fundraising.

Experience: Must be proficient with Microsoft Office Suite (Word, Excel, PowerPoint, and Teams) or other online collaboration tools. Knowledge of Jack Henry's Symitar-Episy is a plus. Experience managing donor management system preferred.

Core Competencies:

- Communication/Interpersonal Skills: effective verbal and written

- communication and demonstrate practical experience with effectively presenting in a variety of formal and informal presentation settings: one-on-one, small and large groups, senior management.
- Organizational: ability to independently organize work and projects to meet goals and deadlines. Detail orientated and able to manage multiple donor relationship projects efficiently and simultaneously.
- Self-Motivated: strong work ethic along with an enthusiastic and passionate approach to one's work with minimal supervision.
- Creativity: ability to generate ideas and solutions to promote these ideas effectively to management for review.
- Time Management: effectively prioritize tasks to use time efficiently and attend to a broad range of activities. Able to handle shifting priorities and carry-on through task completion.
- Analytical Rigor: the ability to observe, evaluate, summarize, and apply meaningful data and information throughout the project lifecycle. Able to forecast events based upon current situations.
- Problem Solving: identify problems in a timely manner, research and develop alternative solutions, and resolve problems in early stages. Use knowledge of the Credit Union to identify helpful resources.
- Teaming: ability to work well with all levels of personnel from different departments within a team environment to accomplish objectives and implement applications, products, and services.
- Persistent: able to see projects or tasks through to completion.

Operational Requirements:

- Must have a valid Georgia's driver's license and pass Department of Motor Vehicles check.
- Ability to physically, stand, bend, squat, and lift up to 50 pounds.
- Able to attend events on nights, weekends, early mornings throughout the metro Atlanta/Augusta ACU footprint.

Performance Metrics

- Accuracy and professionalism of communications and developed documentation.
- Consistency and thoroughness in quality of work.
- Responsiveness to requests and ability to manage multiple tasks simultaneously while maintaining a positive and constructive attitude.
- Successful implementation of assigned projects and assignments within specified timelines.

This job description is not intended to provide an all-inclusive listing of related job activities. Management may request the incumbent to perform other related activities in place of or in addition to those representative activities noted in this job description.

Education

Bachelor's degree

Additional Comments

Credit Union

Associated Credit Union

State

Georgia

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