



Outreach Manager

Outreach Department General Mission Statement

The Outreach Department is tasked with making and supporting connections between Random Acts, existing and potential supporter communities, and educational organizations with the goal of advancing the overall Random Acts mission.

Responsibilities

- Guide the Outreach Department in exploring, developing and strengthening community engagement and education via connections to educational organizations, niche communities, and key people whose goals overlap with those of Random Acts.
- Help develop and support local “Friends of Random Acts” groups.
- Oversee the creation of education documents (“toolkits”) that support the mission of Random Acts and can be distributed as forms of outreach to Random Acts staff, grant recipients, external partners, people who engage with Random Acts at various events and members of the general public.
- Oversee regularly scheduled review and updating of existing toolkits and resources to ensure that the information is current.
- Oversee the production of assessment materials to evaluate engagement strategies at various events, as well as the educational documents. This feedback would be analyzed and shared with internal staff as well as (when appropriate) external counterparts to showcase the work Random Acts is doing, and the effects it is having in various communities.
- Supervise and manage Outreach Officers and delegate tasks to achieve the above goals.
- Communicate with other department managers within Random Acts to provide resources or information to assist with their duties.
- Other tasks, projects and participation in focus groups as assigned by the Director of Operations and/or other members of the Executive.

Desired Qualifications and Skills

- Experience in building and maintaining relationships with external contacts
- Familiarity with the mission of Random Acts Ability to work effectively with diverse groups, including staff, supporters, peers and the public
- The ability to communicate effectively, both verbally and in writing, as well as strong interpersonal skills
- Excellent computer skills
- The ability to work independently as well as in a team
- Able to manage tasks or projects from implementation through to completion



- Creativity, enthusiasm, and attention to detail
- Excellent organizational and time management skills flexible work schedule to accommodate evening and weekend meetings
- Strong public speaking skills
- Familiarity with common social media platforms (Facebook, Twitter, Snapchat, Instagram etc.)
- 5+ years experience in marketing, PR, communications or journalism