

FULL-TIME OUTREACH COORDINATOR



Job Description:

PALS income primarily comes in the form of donations, fund raising, sponsorships, grants and program payments. The PALS programs depend on volunteer participation and involvement. Both of these initiatives involve connecting with the community for support.

The position of Outreach Coordinator spearheads the development of relationships with organizations and/or individuals in the community to ensure that our income generating and volunteer management efforts are successful for the long-term sustainability of PALS. This position reports directly to the Operations Director.

Fund Development Duties

- Works with Executive Director and Development/Capital Campaign Committee to develop and implement written fundraising plan.
- Act as primary staff liaison for the Development Committee.
- Develop and oversee donor acknowledgement/appreciation process.
- Manage all annual appeals, campaigns solicitations, sponsorship requests, third-party fundraising efforts by creating all fundraising materials, identifying recipients, generating timelines, coordinating donor meetings/follow-up and providing status reports to the Executive Director and Board, as necessary.
- Oversee and coordinate the fundraising efforts within the PALS organization to achieve specific established targets.
- Oversee the fulfillment of individual and corporate donor benefits.
- Oversee the management of PALS donor database ensuring that all gifts received are acknowledged and accurate records are maintained.
- Research and compile data on individual, foundation, corporate and government funding prospects.
- Assist with government, corporate and foundation grant proposals (research, writing, editing and reports).

Volunteer Management Duties

- Assist Operations Director with ongoing and strategic volunteer recruitment efforts for PALS programs, events, special projects, administrative tasks, community events, service learning opportunities, and committee membership.
- Coordinate all volunteer activities.
- Coordinate all communication with current and incoming program volunteers.
- Ensure that all current/returning volunteer files and paperwork is complete and maintained.

- Maintain volunteer website listings and recruitment.
- Responsible for ongoing and strategic volunteer recognition/appreciation activities.
- Maintain volunteer schedule and sign in sheet and ensure that sign in sheet is printed and posted before the volunteers arrive.
- Ensure that volunteer database information is up to date.
- Supervise program volunteers during shift during horse/barn preparations prior to sessions: i.e. stall cleaning, grooming, bringing horses in from pasture, arena set up etc.