



Community Outreach Manager 2024 Job Description

Scope and Position Responsibilities

The Community Outreach Manager will create the framework and strategies to develop and maintain working relationships including but not limited to businesses, government agencies, nonprofits, educational institutions, community organizations, specifically to develop community partnerships: to implement community partner strategies and with the goal of generating referrals for the Launch and Leader programs.

Department: Recruitment and Admissions

Supervisor: VP of Recruitment and Admissions

Direct Reports: 2-3

Indirect Reports: 0

Major Areas of Responsibility

- Creating Strategies and Concepts to attract and retain community partners.
 - Oversee all creation and implementation of strategies including but not limited to the following verticals:
 - Community Partners
 - High Schools
 - Leader Referral Programs
- Representing CrossPurpose and serving as the key point of contact with all community partners in Denver, Englewood, Arvada and Aurora.
- Directly supervise the following employees:
 - High School Liason(s)
 - Community Partner Liaison
- Create and maintain partnerships with flagship partners (ie: Denver Rescue Mission)
- Expand our Community Partner portfolio.
- Lead regular communication with partnering organizations to problem solve and create collaborative environments.
- Design and implement marketing collateral, outreach presentations to ensure excellence and cohesive presentation models.
- Create and execute strategic events for community outreach.
- Facilitate Meetings with direct reports on a weekly/bi-weekly basis
- Conduct all check-in/check up for direct reports
- Attend regular Recruitment and Admissions Meeting
- Report and Analyze effectiveness of community outreach strategies.
- Complete weekly check-ins with VP of Recruitment and Admissions.
- Other duties as assigned



CROSSPURPOSE

Qualifications

- Bachelor degree in Business, Marketing, Communications or related field is preferred.
- Proven proficiency in Salesforce, Gmail, MailChimp, Google Suite preferred
- Strong written and verbal communication skills required
- Detail oriented and organized, must be excellent with follow up and follow through
- Ability to work in a team environment
- Ability to problem-solve, multi-task, complete work on time and work independently
- Ability to become proficient quickly in Google G Suite and other software.
- Deep passion for the CrossPurpose mission and values.
- Employee must provide a working laptop (PC preferred) and smartphone.

Hours, Compensation and Benefits

Hours: 40 hours/week: Monday - Friday 8:00am - 5:00pm, occasional other hours as scheduled.

Salary/Wage : \$59,000 - \$70,800

Performance Bonus: Up to 5% of salary

Vacation Days: 15 days per year, plus the office is closed Christmas Day - New Years Day and staff have limited duties

Sick Days: 6 days per year

Insurance Benefits: Health, dental, vision, workers compensation, unemployment, short term disability, long term disability

These and other benefits are discussed in more detail in our Employee Handbook.