



Example of Outreach Associate Job Description

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Our company is searching for experienced candidates for the position of outreach associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for outreach associate

- Aid in executing fundraising plan to raise 525K in individual contributions for annual Community Campaign
- Managing phone-a-thons/Super Sunday
- Following up with solicitors toward successful completion of their assignments and providing support with challenging situations
- Ensuring that donors are assigned to volunteer and staff solicitors
- Evaluate performance of all fundraising activities, and create an annual written analysis suggesting strategy changes for the future
- Assist Office Manager in developing multimedia (video, print, and online) pieces for outreach in coordination with Facilitating volunteer support in order to maximize positive relationships with all constituents
- Builds relationships with membership and visitors and manage all donor stewardship initiatives
- Assist in efforts that strengthens donor connection to and support of the Jewish Federation and its strategic funding priorities
- Implement, in collaboration with fundraising committee and Executive Director a plan for obtaining corporate sponsorships for Federation programs
- Manages annual campaign, endowments, planned giving, Jewish Women's Endowment and targeted giving efforts

Qualifications for outreach associate

culture to be able to persuasively articulate how Michigan distinguishes itself from peer institutions

- Strong interpersonal skills are required, high level of sophistication and maturity in social and professional settings
- Must be able to travel a significant amount, including evenings, weekends and holidays
- Close familiarity with academic organizations, policies, and procedures
- Customer Service or equivalent
- Ability to be flexible, work independently, assume responsibility, and to initiate new ideas