



## **Community Outreach Manager**

Seedlings Braille Books for Children (an award-winning nonprofit organization in Livonia, MI) seeks a qualified person to be our full time Community Outreach Manager.

Are you compassionate and want to help others?

Would you enjoy giving blind children the opportunity to read?

Would you like to work with a small, dedicated staff and hundreds of wonderful volunteers and donors?

Then Seedlings is the place for you!

### **Key responsibilities:**

- **Fundraising and Donor Relations**
  - Identifies, plans, and oversees fundraising events, appeals, and programs to support Seedlings' mission and financial position
  - Researches funding sources and writes grant proposals and award nominations
  - Oversees implementation of grant monies, especially special projects and programs funded by grants
  - Develops and carries out a robust donor management plan, including targeted donor calls, thank you notes, and strategic donor engagement
- **Public Relations and Marketing**
  - Strategically manages Seedlings' social media, with the assistance of the Community Outreach Assistant
  - Assists in development of internal publications including the annual report, catalog, and other marketing materials
  - Writes and disseminates press releases and Seedlings' quarterly newsletters
  - Researches appropriate local, regional, and national PR opportunities
  - Prepares and oversees materials and ads for conferences, newsletters and emails, and other external publications
  - Attends or organizes materials for conferences, conventions, and special events on Seedlings' behalf
  - Speaks to civic groups, clubs, and schools, including off-site presentations and Seedlings' office tours
  - Assists in the maintenance of Seedlings' website including content creation, page development, copywriting and editing, and overall strategy
- **Management and Strategy**
  - Manages and oversees the Community Outreach Assistant
  - Develops and implements a robust communication and design strategy for the PR/FR department
  - Coordinates with the Production and Administrative departments on free programming, marketing, and grant writing to facilitate interdepartmental cooperation and organizational efficiency
  - Works with the PR/FR board committee; prepares agendas and committee reports for board meetings
  - Other office duties, as assigned by the Executive Director, which may change at any time with or without notice

**Required qualifications:**

- Minimum of a Bachelor's degree in Public Relations, Communications, Marketing, Journalism, Business Relations, or related field
- Minimum 2 years' experience in fundraising, public relations, grant writing, organizing special events, or related position
- Experience with nonprofits a plus
- Must be available for occasional presentations and events outside of regular office hours, to be scheduled with advance notice (evenings, weekends, etc.)
- A desire to help give the gift of literacy to blind children around the world

**Key attributes we are seeking:**

- Excellent grant writing skills
- Excellent managerial skills
- Excellent public speaking skills
- Excellent communication skills, including written and oral professional communication
- Excellent organizational and interpersonal skills
- Strong critical thinking and strategic management skills
- Ability to work independently and in a team environment
- Strong computer skills, including Microsoft Office, Google Suite, Canva, Constant Contact, all forms of social media, and Sage 50 Accounting Software (training provided)
- Ability to be proactive when needs arise

**Job perks:**

- Opportunity for hybrid scheduling after designated training period is completed
- Ten paid holidays
- Health insurance after 3 months
- PTO available after 3 months
- Flexible scheduling
- Work with a small, collaborative and passionate staff and hundreds of dedicated volunteers
- Opportunity for future training and paid staff development

Position will be 40 hours/week scheduled during regular office hours (Monday-Friday, between 9:00 am and 5:00 pm). Annual salary is \$58,000 to \$60,000, commensurate on experience, skills, education, etc.

For more information on Seedlings, see: [www.seedlings.org](http://www.seedlings.org)

**If interested, please send cover letter and resume to: [seedlingsbraille@gmail.com](mailto:seedlingsbraille@gmail.com)**

Incomplete applications will not be considered. Only applicants on the shortlist will be contacted.

Seedlings Braille Books for Children is an Equal Opportunity Employer.