



1050 SE 33rd Ave., Ste. 200, Minneapolis, MN 55414
T: 651-776-4273 | F: 612-767-8578 | www.RTMN.org

Rebuilding Together Minnesota Community Outreach Manager, Southwest Minnesota

Objective

The primary objective of **Community Outreach Manager, Southwest Minnesota** is to maintain existing connections, and develop a pipeline of new connections, including community partners, donors, sponsors and applicants in Southwest Minnesota. This role will work in close collaboration with the Southwest Minnesota Project Manager, the Development Director, and will report directly to the Executive Director as a member of the Executive Leadership Team. **Please note, the role will be located in Southwest Minnesota.**

Areas of Responsibility

Outreach

- Primary point of contact for all partners and corporate donors in the area. Develop our reach and network within existing corporate sponsors.
- Develop pipeline of new connections (partners, donors, sponsors, and applicants)
- Build relationships with local, private, and family foundations, granting organizations, and corporations.
- Contribute to the overall development strategy and execution of strategy in the area.
- Keep the central office updated with trends, opportunities, and risks - ensuring all contacts, communications, and notes are entered into Salesforce
- Presence at key community events (one per year in each county, others as needed)
- Completing community event reports following the event, ensuring notes, connections, and next steps are captured in Salesforce.
- Maintain and build relationships with faith communities to support the application pipeline.
- Work with county offices, social service agencies, and local community representatives to identify homeowner applicants.
- Work with individual counties and local communities to coordinate local neighborhood funding and in-kind donations where available.
- Maintain a network of potential partner organizations for volunteer project sponsorship in specified counties and local communities.
- Assist the Development Director in identifying potential funders, donors, and sponsors; as well as other groups or individuals who will help with development goals.
- Manage annual thank-you campaigns for key partners, private and corporate donors.
- Develop strategy and implementation for an annual fundraiser event/campaign specific to the region
- Maintain and grow local media and press contacts, including print media for future campaigns



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- Support the creation and messaging of local ads, guiding discussions on placement to reach our goals.

Volunteer Management

- **Rebuilding Day Support**
 - Incorporate Rebuilding Day committees into the development process of RTMN.
 - In collaboration with the Project Manager, helps to guide the committee in decision-making around the number of projects, clients, scope and budget for the event.
 - Be an onsite presence during Rebuilding Days for relationship management purposes only with volunteers, sponsors, committee and press.
- **Recruit volunteers for specified program tasks.**
 - Provide initial assessment of volunteer skills and ensure background checks are completed.
 - Communicate and schedule volunteers to ensure timely workflow and project completion.
 - Coordinate volunteer reward and thank you program.
- **Ensure volunteer programs are compliant with best practices and procedures.**
 - Create and maintain volunteer shift information in Salesforce
 - Ensure documentation including volunteer waivers and registrations are complete.
 - Provide pre and post-shift communication, in a timely and consistent manner.
 - Ensure surveys are sent out with feedback and lessons learned shared internally

Field Responsibilities

- Ensure the Safety Program is constantly enforced on all project sites where volunteers are working.
- Serve as Rebuilding Together Minnesota representative in welcoming volunteers and dignitaries during opening remarks and throughout the day as needed.
- Primary contact for all press, media, and photo opportunities in the Southwest Region
- Provide crisis management on jobsite as needed.

Other

- As this is a new role, there may be additional responsibilities or changes as the role evolves.

Qualifications



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- 3-5 years of related experience in community outreach, communications, or social services. College degree in a related field is a plus.
- Able to work evenings and weekends as needed to support outreach and engagement goals (not more than monthly).
- Proficient with Microsoft Office programs, data management best practices, and proficient with internet-based platforms such as G-suite, Salesforce, Canva, WordPress, etc.
- Knowledge of office management with good clerical and organizational skills.
- General knowledge in the field of the problems faced by low-income homeowners, older adults and persons living with disabilities.
- Experience working in a non-profit is preferred.
- Bilingual is a plus (Spanish)

Competencies

- Must be detail-oriented with excellent organizational skills, and demonstrated problem-solving skills.
- Demonstrated experience in collaborative remote environments
- Strong interpersonal skills and ability to communicate with a wide variety of stakeholders.
- Must be comfortable with public speaking and being a local media point of contact.
- Previous experiences with committee or board leadership a plus
- Able to compile and organize data, and write general correspondence and reports.
- Able to manage competing priorities to meet deadlines and goals.
- Fully proficient in using Microsoft Office Suite (Word, Excel & PowerPoint).
- Excellent verbal and written communication skills.
- Be able to speak, clearly understand, and write the English language.
- Must have a car, MN driver's license and be able to drive, day and evening hours.

Essential Physical Functions

- Type frequently.
- Drive sometimes.
- Sit frequently.
- Stand frequently.
- Walk frequently, including flights of stairs
- Lift 10-25 pounds

Salary Range: \$55,000-\$60,000