

Outreach Coordinator

Position Overview

The Outreach Coordinator plays a key role in expanding Foster Your Future's visibility, relationships, and community connections. This volunteer will help identify and engage community groups where FYF can share its mission, programs, and impact through in-person and virtual presentations. The goal of this role is to build awareness, strengthen partnerships, and generate opportunities for funding, volunteers, and community support.

The ideal candidate is personable, organized, and comfortable representing FYF in the community. They enjoy networking, relationship-building, and public-facing work, and are willing to collaborate closely with FYF staff to ensure outreach efforts are strategic, consistent, and aligned with organizational goals.

Responsibilities

1. Community Outreach & Relationship Building
 - Identify community groups, organizations, and networks where FYF presentations would be appropriate, such as service clubs, industry groups, business networking groups, real estate groups, faith-based organizations, and professional associations.
 - Research meeting formats, schedules, and contact information for potential outreach opportunities.
 - Initiate outreach to group leaders to request speaking opportunities and maintain positive relationships.
2. Outreach Presentation Coordination
 - Help maintain and update FYF's outreach presentation to ensure content is current, accurate, and aligned with FYF messaging and priorities.
 - Collaborate with staff to incorporate new program updates, impact stories, and funding or volunteer opportunities into presentations.
 - Adapt presentations as needed for different audiences while maintaining consistent branding and core messaging.
 - Provide feedback from the community to inform communications, fundraising, and program development.
3. Presentation Delivery & Representation
 - Deliver outreach presentations to community groups, both independently and alongside FYF staff when appropriate.
 - Serve as a positive and knowledgeable representative of FYF, answering general questions and directing more detailed inquiries to staff as needed.
 - Collect contact information, feedback, and expressions of interest from attendees.

Deliverables

- A growing list of community groups and organizations engaged for outreach opportunities.
- Updated and audience-appropriate outreach presentation materials.
- Regular outreach presentations delivered in the community.
- Brief summaries of outreach activities, contacts, and follow-up recommendations.
- Active participation in Communications, Development, or Outreach-related meetings as needed.

Reporting

The Outreach Coordinator works closely with the Incoming CEO/Executive Director.