



Position Title: Outreach Coordinator

Full Time Position, exempt, salaried
(weekends and evenings required as needed)
Competitive Salary and Benefits

Mailing Address:

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Bloomington, IN 47402

Facility Address:

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Bloomington, IN 47402

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866.800.2965 fax
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The **Outreach Coordinator** cultivates prospective individual, corporate and community partnerships to provide volunteer support, generate revenue and foster community awareness through the strategic planning of special events and programs. They are responsible for the recruitment and training of volunteers, including attending community fairs, outreach events, and the promotion and facilitation of volunteer training sessions. Responsible for the ongoing and strategic recognition activities for volunteers. Responsible for assisting with execution of all special events as well as supporting annual and capital campaign fund development efforts and grant writing. Coordinates effective PR, marketing and communications.

Job Description:

- Oversee all public relations, communication and marketing efforts.
- Responsible for ongoing and strategic volunteer recruitment efforts for PALS programs, administrative tasks, service learning opportunities, and committee membership.
- Serve as primary liaison with area agencies regarding special volunteer projects and community awareness opportunities for the organization.
- Responsible for strategic volunteer recognition activities, development, and implementation of volunteer trainings.
- Coordinate internship programs.
- Assist with planning and execution of all PALS events.
- Assist with all volunteer scheduling, communication, and maintenance of volunteer records.
- Assists with development activities including direct mail solicitations, sponsorship requests, major gifts, grants, capital campaign and planned giving as needed.
- Assist with client recruitment and appreciation efforts as needed.
- Updates PALS website as needed.

Position Requirements & Experience:

- Bachelor's Degree in PR/Communications, Nonprofit Management, Fundraising, or related field.
- 2 year's work or volunteer experience in nonprofit, event planning and/or fundraising preferred.
- Demonstrated successful marketing, fundraising and/or special events experience.
- Ability to effectively communicate with and manage both individuals and large groups with diverse skills, interests, and backgrounds
- Understanding of basic principles of fundraising, strong organizational and interpersonal skills, and strong communication skills required.
- Ability to develop and maintain positive relationships with media, community organizations, corporations and individuals.
- Ability to work well independently and remain composed under pressure.
- Ability to prioritize and manage multiple projects with strict deadlines
- Ability to develop and manage budgets and prepare financial reports.
- Computer literate and able to navigate database software, word processing.
- Microsoft Office, WordPress, basic graphic design software.

Company Description:

Since its inception in 2000, PALS has been dedicated to fulfilling its mission of providing comprehensive, individualized therapeutic equine programs, designed by professionals to intentionally develop and restore functional skills, enhance well-being and improve quality of life. PALS has provided over 12,730 therapeutic program and service hours, various educational programs, and camp opportunities designed to improve the lives of hundreds of children, adults, and seniors in the South Central Indiana community ages three and up.

To apply send resume, cover letter, and references to info@palstherapy.org, open until filled.