



## **Outreach Director**

The Outreach Director is responsible for making and supporting connections between Random Acts, existing and potential supporter communities, and educational organizations with the goal of advancing the overall Random Acts mission. This role manages the Acts, Regional Representatives, and Outreach teams.

### **Responsibilities**

- Develop goals & objectives for community outreach, activities, and Acts funding that develop and strengthen community engagement and education via connections to educational organizations, niche communities, and key people whose goals overlap with the mission of Random Acts.
- Oversee the production of assessment materials to evaluate engagement strategies at various activities, as well as the educational documents. This feedback would be analyzed and shared with internal staff as well as (when appropriate) external counterparts to showcase the work Random Acts is doing, and the effects it is having in various communities.
- Identify and implement programs that enhance and increase awareness of Random Acts
- As a member of the Executive team, attend exec meetings, as well as Leadership and departmental meetings per Random Acts guidelines.
- Work with executive team to set the strategic direction of the organization through community outreach activities.
- Manage Acts, Regional Representatives, and Outreach budgets.

### **Desired Qualifications and Skills**

- Experience building and maintaining relationships
- Ability to communicate effectively, both verbally and in writing with strong interpersonal skills.
- Prior managerial experience required
- Ability to work effectively with diverse groups, including staff, supporters, peers and the public across multiple time zones and countries.
- Able to manage tasks or projects from implementation through to completion
- Creativity, enthusiasm, and attention to detail
- Excellent organizational and time management skills flexible work schedule to accommodate evening and weekend meetings
- Prior experience directing community outreach, fundraising, or activities at a non-profit organization a plus.