



*Meeting the physical, emotional, and educational needs of inner-city children  
by instilling hope in a safe, Christ-centered environment.*

## Outreach Coordinator

### Job Overview

Rock House Kids (RHK) is a Christian youth ministry that provides a safe haven for inner-city children grades 1-12. RHK is looking for an individual that possesses our core values which consist of: 1) takes responsibility, 2) is dependable, 3) promotes teamwork, and 4) is a Christ follower.

We are hiring for an experienced Outreach Coordinator to help us keep growing. If you are dedicated and ambitious, RHK is an excellent place to grow your career. Pay range is \$35,000-\$40,000/year, depending on experience.

### Responsibilities:

#### Fundraising

- Assume full responsibility for various fundraising efforts and acquiring donations.
- Assist management in the development of fundraising goals and work to achieve these goals.
- Research, plan, and execute Endowment Fund and Planned Giving strategies.

#### Partnerships

- Actively pursue and cultivate positive relationships with current and potential business partners.
- Research and identify prospective new donors and proactively initiate sponsorships and funding.
- Research and writing grant proposals.

#### Project Management/Event Planning

- Work directly with the Executive Director and Marketing Coordinator to manage project workflow and oversee milestones for projects.
- Work directly with the Executive Director and Marketing Coordinator in developing event opportunities.
- Establish event budgets and account for anticipated fundraising outcomes.
- Work directly with the Marketing Coordinator to establish plans for marketing events and programs, including promoting fundraising events using flyers, advertisements, and digital marketing outreach.

#### General

- Supervise Marketing and Office Coordinators.
- Work closely with the Executive Director.

## Qualifications

- Possess excellent, professional, interpersonal skills essential in developing relationships with donors and partners.
- Possess excellent writing skills including research, technical, storytelling and persuasive writing essential in communicating with various donors and partners.
- Ability to generate interest in the organization and reach out to appropriate business partners.
- 1-3 years' experience in fundraising or project management.
- Ability to prioritize and manage multiple projects and their milestones efficiently.
- Experience planning large-scale event and fundraisers.
- Experience with MS Office and Google Applications.

For an employment application, please email Dee Lacny, executive director, at [dee@rockhousekids.org](mailto:dee@rockhousekids.org).