



The Outdoor Lab Foundation was founded in 2003 with a mission to inspire community support for, and advocate on behalf of, Jeffco's Outdoor Lab Program. Outdoor Lab engages all Jefferson County sixth-grade students (approximately 6,000 per year) in an immersive, residential, weeklong environmental and civic education experience. In addition, it supports the leadership development of approximately 1,000 high school students and 40 interns per year. Outdoor Lab manages two historic campuses nestled in the Front Range Mountains totaling nearly 1,000 acres. Throughout its impressive history, almost 400,000 students have attended the program.

Community Relations Manager Introduction:

As a nonprofit committed to the young people growing up in Jeffco, we care deeply about our relationship with the community. We are seeking a Community Relations Manager to help us maintain and nurture these relationships in our organization and beyond. Our ideal team member will have excellent organizational, communication, and writing skills, but also the ability to foster positive relationships with individuals, schools, sponsors, volunteers, and community organizations. The Community Relations Manager will be a principal ambassador for the Foundation, often speaking publicly – delivering the Foundation's vision within the local community.

The Community Relations Manager will work in concert with the Executive Director and Donor Relations Manager to enhance the Foundation's engagement with donors, volunteers, programmatic stakeholders, and the Jeffco community overall. As such, the position is responsible for organizing and executing public events. In particular, the position will be the lead coordinator of our most important fundraising and community engagement event – After Dark – scheduled for October 8th, 2022, in Golden.

Another vital output of this position's work will be the establishment and coordination of a new volunteer program. The Foundation wishes to expand and support collaborative efforts with community partners, schools, sponsors, and other key stakeholders. The program will identify outreach opportunities for volunteers to deliver information on the Foundation's services to target populations. It will also match volunteer skills to the needs identified by the community and key stakeholders to promote and enhance high quality Outdoor Lab experiences for all participants.

Essential Duties:

Event Coordination

- Lead the development, planning, and execution of our signature fundraising event - After Dark. An annual benefit dinner designed to raise at least \$100,000 and attract 200 attendees.
 - Collaborate with the staff and board to ensure event has appropriate levels of time and resources dedicated to its professional execution.

- Thoroughly arrange all details including creating production schedules, securing auction items, developing creative details, recruiting volunteers, coordinating with vendors, ensuring appropriate sponsor recognition, and securing necessary permits.
- Coordinate registration process, maintain attendee tracking, and sync information with donor database requirements
- Manage all pre-post event communications to ensure consistent and appropriate messaging and donor stewardship
- Research and develop new community outreach opportunities, events, and other “friend raisers” that promote the Foundation.
 - 3-4 smaller events initiated by the Foundation in first 12 months.
- Attend relevant events and activities to represent the Foundation and build strong relationships with key community members.
 - Coordinate with Foundation staff and volunteers to cover events as appropriate.
- Network and build professional community to elevate the brand and increase Foundation’s profile
- Maintains accurate records in Bloomerang – the Foundation's online donor database.
- Coordinate with staff on strategies to improve donor data management in Bloomerang.
- Maintain professionalism, discretion, and confidentiality in relationships with all stakeholders.

Volunteer Coordination

- Build strategy to create and maintain volunteer opportunities and activities that will have a positive impact on the Outdoor Lab experience and foster a stronger relationship between the community and Outdoor Lab.
 - Work closely with staff and board to identify project needs and volunteer roles.
- Serve as a logistical contact with Outdoor Lab staff, volunteers, and affiliate partners on the execution of volunteer opportunities.
- Collaborate with Foundation staff to identify key volunteers who can step in as reliable spokespeople and representatives for the Foundation and Outdoor Lab in general.
- Manage volunteer training or on-boarding for assigned events.
- Recruit and schedule volunteers to match volunteer skills with Foundation priorities.
- Develop corporate volunteer program opportunities to blend stewardship of sponsors with programmatic goals.

Communications

- Collaborate with Foundation staff on the execution of a communications strategy for the organization.
- Coordinate with staff, stakeholders, and community supporters to create engaging and shareable content for a blog, Facebook, Instagram, e-newsletter, and promotional videos.
- Collaborate with Outdoor Lab site directors to build and maintain a library of stories, quotes, photos, etc. for various marketing and communications projects.
- Raise awareness about the Foundation with, and serve as a point of contact for, external audiences including the general public, school leaders, PTAs, community organizations, and local businesses.

Requirements:

- Bachelor's degree and 3+ years of experience with nonprofits, event planning, or related field.
- Personal and professional values consistent with the Foundation's mission.
- High-end event management experience.
- Event support often includes working outside standard Foundation business hours and/or work on weekends. These hours will be balanced with time off and flexible work hours at other times to ensure a healthy and respectful work-life balance.
- Outstanding interpersonal and written communication skills with ability to write for different audiences and for various purposes.
- Able to work effectively in a dynamic environment - problem solver, flexible, and adaptable.
- Independent worker and cooperative team member.
- Donor database experience – Bloomerang and GiveSmart experience preferred.
- Comfortable giving and receiving feedback.
- Ability to prioritize his/her work and manage multiple projects simultaneously.
- Ability to inspire passion for our program.
- Ability to manage positive relationships with staff, board members, business professionals, and individual donors with a friendly, professional demeanor.
- Experience in marketing or nonprofit communications.
- Strong computer skills - Microsoft Office and Outlook.
- Comfort troubleshooting/editing websites and building e-newsletters.
- Comfort with online graphic design tools such as Canva, Adobe, and Prezi.
- Maintains a positive supportive and solutions-oriented demeanor when responding to or serving donors, volunteers, attendees, and stakeholders.
- Continually nurture relationships with teachers, counselors, administrators, and community partners.
- Uphold the schools, its programs, students, and employees in the highest regard.
- Good creative intuition and critical thinking.
- Ability to complete tasks on time with superior attention to detail.
- Comfort taking on special projects from time to time.
- Valid driver's license good motor vehicle record and valid auto insurance.
- Ability to lift and transport 30-40 pounds of equipment and materials.
- Bilingual English Spanish preferred.

Please send cover letter and resume to Bryan Martin, Executive Director by April 22nd.

Email only bryan.martin@outdoorlabfoundation.org

Reference your candidacy by placing "Community Relations Manager" in the subject line.

Anticipated salary range for this position - \$45,000 - \$55,000 per year.

Position provides full health benefits, life insurance, and 3% IRA match.