

Maximum Accessible Housing of Ohio (MAHO)

Position: **Outreach Coordinator**

Exemption Status: Non-Exempt

The **Outreach Coordinator** performs resource development and marketing activities for MAHO and its programs: the Anderson Center for Accessible Living and the Vistas Apartment Communities. The Outreach Coordinator provides program support for the Anderson Center and coordinates volunteer efforts across the organization. This position works as a team with management and administrative staff to facilitate MAHO's mission: *Through housing, advocacy, and education, we advance accessible and inclusive communities where all people can thrive.*

Core Job Responsibilities

Resource Development

- Work with staff and Board to organize and implement donor identification and cultivation efforts
 - Write donation appeals and acknowledgment letters
 - Plan and execute fundraisers and fundraising events, including annual gala
 - Track, evaluate, and report on donor identification and cultivation efforts
- Maintain donor database and records
- Write proposals for appropriate grants and sponsorships

Marketing

- Implement marketing and communication plans to promote MAHO and its programs
 - Develop and distribute promotional materials, including flyers, newsletters, and e-newsletters
 - Track, evaluate, and report on marketing and communications activities
- Update and maintain MAHO Web site, Facebook page, and other social media
- Represent MAHO at marketing and promotional events, including resource fairs and trade shows

Program Support

- Schedule, organize, and track Anderson Center education offerings
- Assist in the development and maintenance of a comprehensive accessibility Web site
- Generate, collect, and edit content for blog and quarterly e-newsletter

Volunteer Coordination

- Provide administrative support to the Board of Directors and appropriate Board Committees
- Recruit and train volunteers for the Anderson Center and the Vistas Apartment Communities
- Oversee volunteer engagement and performance; maintain volunteer and Board member records

Other Job Responsibilities

- Foster and maintain good relations between MAHO and its tenants, participants, and supporters
- Answer phones and perform other clerical tasks as needed
- Travel to all MAHO properties, external meetings, and events as necessary
- Assist other staff in any and all special projects related to the organization

Qualifications*:

- Bachelor's degree preferred
- Knowledge of accessibility and disability issues a plus
- Must have strong written and oral communication skills
- Flexible and responsive to changing priorities and deadlines
- Professional and organized with an enthusiastic and outgoing demeanor
- Proficient with computers, including Microsoft Office and social media; experience with WordPress and Adobe Creative Suite preferred

Send cover letter and resume to maxhousing.hr@gmail.com

Note "Outreach Coordinator" in the subject line

EOE

*NOTE: The individual must possess these skills and abilities or, using some other combination of skills and abilities, be able to explain and/or demonstrate that he/she can perform the essential responsibilities of the job with or without reasonable accommodations.