



## Outreach & Development Coordinator

**Job Title:** Outreach & Development Coordinator (part-time position)

**Purpose:** The Outreach & Development Coordinator will lead the execution of a structured process for the dual purposes of a) increasing awareness in the Mid-Hudson region of the function and impact of Mid-Hudson Love INC, and b) building a core of financial supporters.

**Responsibilities:** Coordinate and implement regular *Discover Love INC* events with careful and timely follow-up; coordinate an annual Visionary Event to garner multi-year donors. (Based on the *Benevon Model for Sustainable Funding* by Terry Axelrod)

Specific responsibilities include:

Introduce and Lead the Outreach Initiative:

- Adopt aspects of the Benevon Model relevant to Love INC and generate organization-wide support
- Build an Outreach Team of 4-5 individuals enthusiastic about Love INC's work and the Benevon model approach

Outreach Ambassador:

- Interface with local business people, local service agencies, Church personnel, Board, the public, and Love INC volunteers to develop leads for individuals/groups to attend *Discover Love INC* events
- Implement regular *Discover Love INC* events, offering events once/month
- Follow-up calls after *Discover* events for feedback, cultivate relationship, or Bless & Release

Logistics Management:

- Oversee logistics of hosting regular Discover events at the office, and off-site
- Oversee logistics of hosting an annual Visionary event and follow-up
- Utilization of the Cool Focus data management system for tracking contacts
- Coordinate volunteer, staff, board members, neighbors who may speak at events
- Manage print and phone follow-up for attendees and potential donors at events
- Periodically assess effectiveness of Discover and Visionary events and adapt
- Periodically report to the Board and Fund Development Committee

**Qualifications:**

- Personal relationship with Jesus Christ and commitment to principles of *Redemptive Compassion*
- Passionate about the work of Mid-Hudson Love In the Name of Christ
- Upbeat 'people person' who thrives on meeting new people
- Can work independently and as a team, and delegate duties
- Basic computer knowledge (word, excel, internet)
- Excellent time management and communication skills (public speaking, phone, print)
- Discerning, non-judgmental attitude and ability to actively listen/ask clarifying questions
- Healthy professional boundaries
- Preferred: previous experience with communications and non-profit development
- Preferred: connection with local Christian community

**Position Details:**

- Reports to the Executive Director
- Up to 8 hours/week paid hourly, every other week (\$15.50/hour)

**To apply:**

- **Send cover letter and resume by Friday, May 16, 2025, to:** [director@mhinc.org](mailto:director@mhinc.org)
- **Or to:** Mid-Hudson Love INC, ATTN: John Marrine, 748 Freedom Plains Road, Poughkeepsie, NY 12603