



Duet | Outreach Manager

Position Description

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| Last Updated: | July 12, 2021 |
| Title: | Outreach Manager |
| Supervisor: | Sr. Director of Communications |
| Position Description & Scope of Work: | The Outreach Manager is a 40-hour-per week position that plans and executes strategic outreach goals to advance Duet’s mission and significantly increase its visibility within the community to inspire people to utilize services and volunteer. The manager is responsible for carrying out Duet’s IDEA guiding principle in that in everything we do, Duet is an inclusive, diverse, equitable, and accessible organization. As with all Duet staff, this position strives at every opportunity to promote organizational goals and values. |
| Salary Range: | \$48,000 - \$52,000 (non-exempt/hourly) This position is funded for two years with a goal to make it permanent. |
| Essential Duties and Responsibilities: | <ol style="list-style-type: none"> 1. Develop, implement, and monitor annual outreach plan with strategies to reach diverse, underserved populations of homebound adults, family caregivers, and grandparents raising grandchildren that result in increased utilization of services. Target audiences include Spanish speakers and service recipients from Peoria and South Phoenix. 2. Create and manage organization-wide volunteer recruitment plan to increase participation by a minimum of 20% annually, with an emphasis on recruiting volunteers to help homebound adults. This includes leading an intergenerational project in partnership with Elevate Phoenix to reach under-represented communities of color and engage young adults in volunteering. 3. In partnership with service area staff, cultivate partnerships to expand service delivery and volunteerism in underrepresented communities. 4. Work collaboratively with senior leadership and Community Engagement Manager to actively identify, plan, and execute opportunities and calendaring for networking, presentations, tabling at fairs, or engagement with diverse target audiences. 5. Support the Community Engagement Manager in recruiting and training culturally competent volunteer Ambassadors to represent Duet at community fairs and events. 6. Facilitate follow-up required with staff directors from leads generated. 7. Serve as representative of Duet at networking events and present on behalf of the organization. 8. Identify new and creative ways to source viable referrals including: directories, contact lists, internet resources and partner organizations. |

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| | <p>9. Track activities for reporting and ensure stakeholders are receiving Duet communications with permission.</p> <p>10. Promote a culture of philanthropy at Duet.</p> <p>11. Help carry out Duet events such as conferences, fundraisers, and service activities when assistance is requested.</p> <p>12. Carry out additional duties/initiatives as assigned.</p> |
| Highest Priority Personal Attributes | <ul style="list-style-type: none"> ▪ Excellent interpersonal, written, and verbal communication skills are required. ▪ Self-motivated, outgoing, and ability to collaborate with diverse populations and age groups. ▪ Ability to effectively speak in front of diverse audiences. ▪ Flexible, reliable and trustworthy. ▪ Detail-oriented with the ability to manage multiple projects at a time. |
| Qualifications: | <ul style="list-style-type: none"> ▪ Bachelor’s degree in related field or three to five years of direct experience in outreach. ▪ Experience with intergenerational services preferred. ▪ Proficiency in MS Office Applications. ▪ Bilingual (Spanish) preferred. ▪ Some evenings and weekend hours required. ▪ Valid Level One Fingerprint Clearance card or ability to obtain one. ▪ Able to lift 30 lbs. ▪ Valid driver’s license and ability to travel within Maricopa County. |
| Benefits: | <ul style="list-style-type: none"> ▪ Flexible work environment ▪ Health and life insurance ▪ Retirement plan contributions ▪ Vacation, sick, personal time, and holiday time off ▪ Mileage reimbursement |
| About Duet: | <p>Duet’s mission is to promote health and well-being through vitally needed services to homebound adults, family caregivers, faith communities, and grandfamilies. Our vision is a community where every person ages with compassion, dignity, and hope. Duet is passionate about building and sustaining an inclusive and equitable working and learning environment for all staff, board members, volunteers, and service recipients. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.</p> |
| Work Location: | <p>10000 North 31st Ave, Suite D200 Phoenix, AZ 85051</p> |
| To Apply: | <p>Please email resume with a cover letter to: career@duetaz.org</p> |