

FAMILY OUTREACH COORDINATOR

About the position:

The Arc of Alabama seeks an experienced, dedicated individual to partner with the Executive Director to lead, plan and manage its education initiatives, community partnerships, and public engagement. The Family Engagement Coordinator will serve as a key member of the Advocacy team, contributing to overall institution growth with a specific focus on HCBS, Transition and Information and Referral Services. The Family Engagement Coordinator will oversee all education and related programs as well as pursue new opportunities and partnerships for services.

The Family Engagement Coordinator's responsibilities include but are not limited to

- Work closely with the Executive Director to develop, refine, and implement long-term Advocacy and Awareness planning
- Directly manage and oversee educational workshops, trainings, family, and peer leadership programs
- Develop, refine, and assess promotional sources for services
- Build ongoing partnerships for HCBS and Transition for related educational programs
- Maintain Advocacy budgets, write reports, and track key performance indicators
- Responsible for the growth, management, and assessment of ETF educational programs and public engagement strategies to better serve individuals and families with IDD
- Represent The Arc of Alabama offsite in networking and working groups
- Research and cultivate external partnerships to expand educational programming
- Build emerging partnerships
- Support the Executive Director with fundraising and prospect cultivation at the individual, government, foundation, and corporate levels
- Assist with content development for grants
- Participate in professional development opportunities

Requirements:

- B.A. or B.S.; MA in related field a plus.
- Passion for individuals with intellectual disabilities.
- Demonstrated ability to work well with groups, and key stakeholders (e.g., Board members, donors, community leaders, etc.).
- At least 3 years disability services and/or non-profit experience; familiarity with Alabama disabilities communities a plus.
- Excellent written and verbal communication skills.
- Flexibility and strong ability to work independently.

- Financial management experience a plus.
- Grant writing and development experience a plus.
- Computer and online literacy and strong working skills in Microsoft Office, Google Drive, and Excel.
- Flexible schedule (Full time, Monday through Friday, office, at home and occasional evenings and/or weekends as related to events and programs);

Reports to: Executive Director

Salary: Commensurate with experience. Includes health benefits, 401K plan if desired.

Position start date: Early 2023

Application Instructions: Submit a cover letter, cv, and three references as a combined pdf by email to officecommunications@thearcofala.org with the subject line "Family Outreach Coordinator."