



**Community Outreach Manager**  
**Manchester, MO 63011**

8:00 a.m. – 4:30 p.m. (40 hrs./wk.) Mon-Fri

**We are looking for an experienced professional who is dedicated to building relationships between our organization and the community. This role fosters meaningful partnerships, supports community outreach and education, and champions equitable access to vital resources.**

**General Description:**

The Community Outreach Manager leads efforts to increase community awareness and support of agency services through community partnerships. This role coordinates the development and implementation of outreach and advocacy efforts, communication strategies, and serves as the staff liaison for the agency's Silver Haired Legislature.

**Responsibilities:**

- In partnership with the CEO, develop and implement a comprehensive community outreach and advocacy plan that reflects the mission and needs of the organization with a focus on sustainability
- Coordinates activities to create business and community partnerships to promote the Agency and build revenue streams
- Supports the planning and implementation of marketing and communications strategies, including reviewing media inquiries for appropriate follow-up and ensuring that all external written and verbal communications are accurate and professional
- Develop and implement general and agency program-specific outreach plans, including oversight of the development of related printed materials
- Coordinates community education/speaking engagements and oversees agency participation in community outreach events  
Provides program-specific training to staff, volunteers, and partner agencies and represents the agency through attendance at relevant community and public meetings
- Collects, maintains, and evaluates program data and reports on information requests, referral actions, and follow-up activities  
Coordinates information related to the agency's impact, including stories, interviews, and data, ensuring that the information is organized in a way that maximizes the efficiency and effectiveness of the data
- Acts as staff liaison for the agency's Silver Haired Legislature, including planning and oversight of agency advocacy efforts (local, regional, state, and federal), as well as providing support for the agency's delegation of the Silver Haired Legislature
- Maintains a positive attitude about the agency and upholds the agency's mission during work-related and non-work-related interactions with the public and other staff
- Supports a welcoming, collaborative, and respectful environment in words and actions that encourage inclusion and representation for all community members, clients, and fellow employees



## **Qualifications:**

**Education and Experience:** A bachelor's degree in marketing, communications, or a related field, or the equivalent of four years of college and a minimum of two years of experience in developing community partnerships, professional marketing, and communication plans.

## **Knowledge, Abilities, and Skills:**

- Excellent interpersonal, verbal, and written communication skills
- Ability to communicate effectively and collaboratively with a team
- Ability to prioritize and coordinate a variety of duties in a timely and professional manner
- Ability to handle multiple deadlines simultaneously
- Must be proficient in MS Office Suite or similar software, fundraising software, and database software
- Professional supervisory experience preferred
- Must have knowledge of and experience with professional communications and handling proprietary information

## **Physical Demands/Other:**

- This is a largely sedentary role; however, some filing is required, necessitating the ability to lift files, open filing cabinets, and bend or stand on a stool as necessary
- Must have a valid driver's license, dependable transportation, and automobile insurance as required by the State of Missouri
- Must be available for evening and weekend hours as needed
- Local, out-of-area, and overnight travel will be expected

## **Benefits**

- \$61,942.00 Annual Salary
- 17 days PTO
- 14 paid holidays
- Medical (PPO or HSA)
- Dental & Vision
- 457(b) Pension with agency matching contributions
- Agency paid Short Term Disability
- Voluntary Long-Term Disability
- Agency Paid Life Insurance with Voluntary Buy-Up
- Employee Assistance Program

## **Why People Love This Role:**

- Flexible workplace policy with potential for a hybrid schedule after the introductory period
- Supportive team culture
- Excellent benefits package
- Meaningful work serving older adults in our local community

## **Interested in this position?**

Contact H.R. Specialist Laura Reich

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