

Date Posted: 2/12/10

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Outreach Manager

Employer/ Agency: Literacy Advance of Houston

Job Description:

- Implement a strategic community outreach plan that supports the agency's mission, growth plan, current outreach programs and revenue generation goals, including a fee-based service scale for program delivery.
- Work with Deputy Director and Fund Development staff to reach agency program revenue goals and strategically develop new outreach program funding sources.
- Develop financial plans and budgets for future outreach programming opportunities.
- Develop outreach programming budgets that align with proposed partnership MOU's.
- Cultivate and develop relationships with strategic partners for programming and funding opportunities.
- Develop and disseminate communication materials to successfully market outreach programs.
- Deliver presentations and make appearances at local associations and organizations as needed for advocacy and community development – communicate interest back to appropriate areas of the organization.
- Record, maintain and utilize comprehensive contact, progress and resource information on each community partner and prospect.
- Lead and facilitate Family Literacy Night program, securing new location sites, coordinating presenter training program and engaging local school systems for participation.
- Report outcomes of outreach programs in a timely and effective manner.
- Become an efficient user of BillPro, Literacy Advance's internal database system.
- Demonstrate pro-active approach to continually learning about adult literacy and keeping abreast of new information in the field.
- Oversee the implementation of Literacy Advance programs in new outreach locations.
- Supervise and coach the Outreach Coordinator.
- Work in partnership with the Bay Area Satellite staff to ensure program consistency.

Qualifications: A Bachelor's degree required. Emphasis in social services, community development or related field is preferred; however, all disciplines will be considered. In addition, five years of professional experience with at least two years of program management and/or community outreach work experience is preferred. Candidates must have a proven ability to motivate, lead, and facilitate teams in order to successfully meet end goals. Candidates must demonstrate excellent written, verbal, and interpersonal communication skills. Experience with project planning and management, budget development and forecasting, and program evaluation metrics are also requirements. To be successful, individuals should possess skills in prospecting, sales, and public presentations.

Additional desirable qualifications include:

- Master's degree preferred. Will substitute years of experience in lieu of advanced degree and vice versa.
- Ability to work independently, and as part of team, to meet organizational goals.
- Demonstrated team-building and management skills.
- Flexibility to work in a change-oriented environment.
- Experience in multi-cultural/lingual workplace.
- English/Spanish bilingual speaking and writing skills highly desirable.

Salary/Hours: This is a full-time, salaried position based at our Wilcrest office location. Candidates must be available for some night and weekend work, and have reliable transportation.

Salary is dependent on qualifications and experience. Literacy Advance offers a comprehensive benefits package to full time employees. Mileage is reimbursed.

Employer/ Agency: Literacy Advance of Houston

Address: 2424 Wilcrest, Suite 120

City, State, Zip: Houston, TX 77042

Contact Person: Human Resources

Fax: 713.266.8889

Email: jobs@literacyadvance.org

Application Method: Email or fax resume and cover to letter describing your qualifications and salary requirements.

Opening Date: February 15, 2010

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you