



Community Outreach Manager Job Description

Position Description:

Part Time, 25 hours per week

Flexible Hours (Flextime Program) with evening and weekends for group meetings and special events

Hybrid workplace location - remote with some in-office days

Some travel within Middle Tennessee

Reports to Executive Director

The Community Outreach Manager is responsible for implementing and overseeing the organization's education and advocacy programs, community outreach, and engagement efforts. The Manager will work closely with the Executive Director and AutismTN Team to refine and implement current strategies that build relationships and partnerships within the community, and will be responsible for coordinating representation at community events and meetings. The Manager will also be responsible for providing planning support to the organization's Special Events and fundraising efforts. The Manager should have a passion for the organization's mission, a commitment to achieving its goals, and to making a positive impact in the community.

Responsibilities:

- Refine and implement AutismTN's community outreach strategy, ensuring alignment with the organization's mission and goals
 - Build relationships and partnerships with community leaders, organizations, and stakeholders to support the organization's initiatives and programs
- Organize and manage the organization's advocacy initiatives
- Coordinate and manage education programming including researching and setting topics, securing presenters, scheduling, promotion, and day of event management
- Manage AutismTN's family social networking groups, including budgeting, training and maintaining regular communication with facilitators and setting expectations
- Field requests for training engagements and solicit new opportunities, and secure presenter for each opportunity
- Solicit community feedback through program evaluation and data analysis, and use findings to continuously improve program effectiveness
- Work with the Program Coordinator to expand and maintain a network of Community Ambassadors including recruiting, vetting, training, coordinating coverage at community events, overseeing projects, and recognizing their efforts
- Represent AutismTN at relevant community committees, and councils, including government based interest group meetings, and promote its programs and initiatives
- Work closely with the AutismTN Team to plan and execute AutismTN Special Events including Birthday Bash, AfterBash, Pajama Walk & 5k, and others on an as needed basis

Fundraising Responsibilities

- Corporate Sponsorship Outreach: Engage local businesses and corporations for potential sponsorships or partnerships
- In-Kind Donation Solicitation: Seek in-kind donations from local businesses or individuals
- Social Media and Marketing Support: Work with the Communications Director in the creation of engaging content and sharing of success stories

Other Responsibilities:

- Other duties as assigned by the Executive Director
- Attend weekly staff meetings

Qualifications

- Bachelor's degree in nonprofit management, public affairs, community development, or a related field
- Knowledge of community development principles and best practices, and experience applying these to outreach and engagement efforts
- Strong organizational leadership and management skills
- Excellent communication and interpersonal skills, with the ability to build relationships and collaborate with a variety of stakeholders
- Significant understanding of the issues affecting Autistic individuals, their families, and the community
- 3-5 years experience working with Autistic individuals and/or their support networks
- Eager self-interest in ongoing professional development and learning related to important perspectives about neurodiversity, autism, disability justice, and related topics

Equal Opportunities and Diversity

The Community Outreach Manager will comply with AutismTN's Diversity and Equal Opportunities Policy in every aspect of their work and positively promote the principles of these policies amongst colleagues, service users, and other members of the community.