



Email resume and cover letter to dfswna@dressforsuccessnwa.org

(Check One) Part-Time Full-Time

(Check One) Salary Hourly

Hours worked weekly: 15-25 hours- Resource Outreach Coordinator – Non-exempt

Pay range - \$14-18/hour

Position Focus Sheet

I. Title of Position:

- Resource Outreach Coordinator – Dress for Success NWA

II. Purpose of Position: (general description)

Resource/Outreach Coordinator will share the vision of the organization and work as part of a team to empower women toward economic independence through providing a network of support, professional attire and programs that help them thrive in both work and in life. Responsibilities will include event support tasks, assist in securing donations both in-kind and monetary alongside Executive Director and Board of Directors, work to build volunteer base alongside other staff, assist community partnerships/referrals, outreach event representation, general office responsibilities, special projects and event planning assistance, processing incoming donations & thank you system, assisting with fundraising events, bulk mailings and projects as assigned by the Executive Director as a part of the team.

- Assist with daily administrative tasks as needed such as – answering phones, greeting donors & processing donations, sending thank yous, filing, making copies, scheduling tours, light office cleaning
- Assisting in special projects – such as helping ED and Event Planning committees with fundraising, development planning, events, campaigns, specified initiatives, bulk mailings, community fairs or classes/workshops
- Lead/co-lead committee for events for corporate sponsorship recruitment for events and must have the ability and background to raise funds & procure resources for events and programs
- Responsible for soliciting and secure donations needed for events, special projects/initiatives, outreach programs (auctions, swag bags, food/drink, workshops, internal in-kind donations – when volunteers are unable to do so)
- Manage all donation pick-ups/drop-offs for events and help serve as administrative liaison for Executive Director for creating agendas, minute keeping, etc. at committee meetings
- Keep highly organized event planning guides and timelines and be able to clearly communicate objectives and goals
- Coordinating and recruiting volunteers for special events and recruiting members to help special project planning committees and ongoing opportunities with Rogers/Fayetteville boutiques and work in coordination with Operations/Career Services Team to understand their needs and help channel volunteers to their areas

- Maintaining donor database for monthly donor statements and mailings and strong belief in sending thank yous – gratitude culture
- Assist Executive Director in purchasing supplies, grant research, day to day operations research & resourcing both Rogers & Fayetteville boutiques
- Work collaboratively with Executive Director and other Staff to make sure shifts are covered by volunteers, if needed
- Lead out on bulk mailings and individual giving campaign special projects
- Attend weekly staff meetings & continuing education
- Represent DFS at community fairs as part of the team
- Receive and follow-through with emails and phone calls, communicating accurate information to contact persons
- Help at all fundraisers as part of the team
- Responsible for giving tours as needed, when Operations/Career Services Team/Executive Director is unable
- Other duties as assigned

III. Reports To: (direct supervisor)

- Executive Director

IV. Primary Strengths Required:

- Well-organized and attention to detail and follow-through
- Ability to quickly pivot from one task to another with flexibility in a fastchanging environment
- Strong and proven fundraiser with a knowledge of resources available in the community
- Professional presentation skills and networking skills
- Highly developed administrative skills – notes, planning, goal setting
- Well-planned
- Team player
- Ability to both – do and delegate (strong ability to recruit and cultivate/appreciate volunteers and interns)
- Strong communication skills – able to effectively communicate to other members of team

V. Minimum Requirements:

- Must be able to pass a background check and drug test
- High School Diploma or Equivalent
- College Degree Preferred
- Must have valid Driver's license
- Minimum of 3-5 years of proven fundraising performance
- Microsoft Office – Word, PowerPoint, Excel proficient required
- Detail oriented with excellent time management, organizational, communication, interpersonal, and computer skills
- Able to work with strong personalities and the ability to laugh and often (teachability!)
- Strong interpersonal and team building skills
- Self-starter with the ability to stay ahead of the curve and thrive in fast-paced work environment
- Humble, kind, lifelong learner, and sense of humor MUST 2