

- Assist the Executive Director and Business Development Directors with grant research and writing
- Other Duties as assigned

Required Qualifications and Skills

JOB OPPORTUNITY - COMMUNITY OUTREACH DEVELOPMENT (SENIOR OFFICER)

- Bachelor's degree with preferred 3-5 years of experience with non-profit fundraising
 - Excellent written and presentation communication skills
- CDF is looking for a Community Outreach Development (Senior Officer) responsible for developing and
- Grassroots mobilization

executing programs that engage the community in support of CDF's mission. They may work with stakeholders, local councils, volunteers, donors, board members, and other interested parties.

The Community Outreach Development Senior Officer must effectively communicate CDF's message and goals to these groups. They may also be tasked with building relationships with local organizations or businesses willing to partner with them on projects or initiatives.

Major Duties and Responsibilities

Partnership Development

- Research and identify appropriate collaborative partnerships and cultivate new ones that will lead to long-term sustainable relationships that the development goals of the CDF.
- Create and implement an annual cultural community outreach development plan

Communication

- Assist in developing a communication plan for community outreach programs
- Develop outreach communication materials and packets
- Schedules outreach presentations in the community

Program Development

- Secure mutually beneficial partnership cultural development agreements
- Scope and develop viable programs with community partners that are mutually beneficial to both organization's missions
- Recruit, train (develop local cultural councils.)

Management and Coordination

- Manage programs/ events related to partnership and community recruitment
- Ensure effective planning, implementation and evaluation of outreach program events and activities
- Regularly meet with community liaisons, giving them organizational structure/ work direction, feedback and guidance Government Grant/ Sponsorship Compliance
- Record activity in client records as required by grant/ sponsorship guidelines
- Create criteria for which community organizations qualify for funding

Annual Work Plan

- Develop and execute annual work plan to accomplish goals as established by the Executive Director and Board of Directors
- Assist the Executive Director and Business Development Directors with grant research and writing
- Other Duties as assigned

Required Qualifications and Skills

- Bachelor's degree with preferred 3-5 years of experience with non-profit fundraising
- Excellent written and presentation communication skills

- Grassroots mobilization
- Organizational skills
- Ability to manage multiple projects
- Outgoing and engaging personality with the confidence to interact face-to-face with individual and corporate donors
- Experience preparing reports for funding sources
- Knowledge and experience with social media platforms and websites
- Ability to prepare and present oral and written reports on development and outreach activities, to track and assess progress and address program deficiencies as they occur.

SUBMISSION

Applicants should submit their Cover Letter, Resume, two letters of references and copy of qualifications to:

**EXECUTIVE DIRECTOR
CULTURAL DEVELOPMENT FOUNDATION
BARNARD HILL, CASTRIES**

POST: COMMUNITY OUTREACH DEVELOPMENT (SENIOR OFFICER)

Or email directly to raymonahenry-wynne@cdfstlucia.org

The deadline for submission of applications is Friday, January 13th 2023, 4:30 p.m. Only applicants who meet the required qualifications and experience will be acknowledged.