



# Outreach & Development Coordinator

---

## Who We Are

Caris Pregnancy Counseling and Resources is a faith-based nonprofit organization whose mission is to see women and children thrive during and after unplanned pregnancy. Our vision is to be a leader in addressing the cultural, social, spiritual, and economic essentials involved in unplanned pregnancy. We provide professional counseling to address any number of pregnancy-related issues, and we also connect women to valuable resources and to various communities of support. All services are donor supported and as a result, are FREE to the women and families that we serve.

Services include pregnancy tests, ultrasounds, professional counseling, support groups, and connection to resources.

---

## Job Summary

The Outreach & Development Coordinator will be responsible for increasing participation in and managing implementation of outreach opportunities to connect community partners and donors to Caris' ministry. This role is also responsible for creating, organizing, and maintaining communication touch points with Donors. Additionally, this position will provide oversight and management for the screening and onboarding of all potential volunteers. This includes overseeing the volunteer application process and helping to connect volunteers with the appropriate service areas within the ministry.

The primary goal of this position is to improve awareness of the Caris mission, while facilitating partnership opportunities between the community and Caris.

---

## Reports To

Programs Manager for Client outreach/Executive Director for Donor outreach.

---

## Responsibilities

Community Outreach & Networking: 50%

- Cultivate relationships with existing and new partners of Caris through correspondence and personal points of contact.
- Identify and pursue opportunities for collaboration with partnering organizations.
- Responsible for creating and managing opportunities to bring Caris' message community partners; creating systems of communications that can be tracked and replicated.
- Responsible for planning and coordinating outreach events with Caris partners including, but not limited to the following:
  - speaking engagements
  - ministry fairs
  - private tours

*Continue to next page*

- Primarily responsible to represent Caris at outreach engagements and community events.
- Responsible for responding to ministry inquiries and requests for information from the community.
- Responsible to cultivate, track and maintain database records of all partnerships (receiving information from both internal and external sources).
- Coordinate and maintain the follow-up of relationships after outreach events with partners.
- Help to recruit volunteers when needs arise within the ministry.
- Recommend and execute annual Volunteer Appreciation gratitude/recognition.

#### **Donor Development: 30%**

- Help increase support for the ministry through donor cultivation and engagement.
- Engage with donors via phone, email, face-to-face meetings or preferred modes of communication to provide program updates, thank you for gifts, or to solicit new or increased donations.
- Partner and/or facilitate small events by which potential donors can be exposed to the ministry.
- Update donor records as needed.
- Manage “New Donor” process.
- Assist with administration tasks regarding donors as needed.

#### **Volunteer Engagement: 10%**

- Conduct and/or arrange for volunteer orientation and training.
- Communicate with staff regularly to assess needs for volunteer assistance.
- Maintain accurate records and provide monthly statistical and activity reports on volunteer participation.

#### **Advancement Team Coordination & General Support: 10%**

- Work with ED on agenda for Advancement Team meetings.
- Assist with keeping Advancement Team on task for goal setting & reporting.
- Take leading roles on assigned initiatives and strategies.

---

### **Qualifications & Experience**

Candidate must have excellent communication (oral & written) and people skills, spectacular interpersonal skills and relational abilities, strong organizational skills, team player, pro-active and self-starter. Candidate must be committed to the ministry of Caris Pregnancy Counseling and Resources and have the desire to work for a Christian ministry.

---

### **Schedule & Compensation**

32 Hours Per Week: \$41,000-\$42,000 + Benefits

Typical Schedule: Monday-Thursday, 9:00am-5pm

Position may require some evening and weekend hours with Flextime hours.

---

Caris is a Christian non-profit organization. Candidate must be in alignment with the Caris mission, vision, statement of faith, and statement of principle. Caris team members must exemplify a committed and consistent walk of faith and dependence on Jesus and have a personal calling to ministry and to the specific mission and vision of Caris.

Please apply via [www.caris.org/careers](http://www.caris.org/careers). No phone calls.

---

### Who We Are

- We are Christ Followers living on a mission.
- We are a source of support and serenity for hundreds of women each year.
- We provide support to women regardless of their pregnancy decision.
- We are a safe place.
- We are nimble and adaptable in our approach to service—one size doesn't always fit all.
- We are innovative, contemplative, and Christ-honoring in all that we do.

### Who We Are NOT

- We are not political; we do not engage in political arguments or debates.
- We are not judgmental; women are not shamed or judged when they come through our doors.
- We are not the end of the road; we aim to walk with and support women and children on their journey until the child turns age 5.

### Who We Are Looking For

- A Christ Follower.
- Someone committed to seeing women and children thrive.
- Someone who understands how issues of race, class, and societal injustices can play a role in a woman's pregnancy decision.
- Someone who is committed to pursuing justice and truth on behalf of the women, children, and families that we serve.
- Someone who is flexible, teachable, and willing to serve.
- Someone who is willing to take initiative and decisive action.

