

OUTREACH & NONPROFIT SPECIALIST *(full-time, exempt)*

BACKGROUND

The Charities Review Council's mission is to ***mobilize accountable nonprofits and informed givers for the greater good***. In business since 1946, the Council is a unique Upper Midwest organization serving donors and strengthening the nonprofit sector—building earned public trust in the charitable sector. The Council's programs include:

- **NONPROFIT SERVICES**—providing technical assistance and education to nonprofit organizations to help them achieve and demonstrate accountability and transparency. The main tool of the program is the **ACCOUNTABILITY WIZARD**, a voluntary online review process. The reviews compare policies, behavior and activity of nonprofit organizations to the Council's 27 **ACCOUNTABILITY STANDARDS** focused in four main areas: public disclosure, governance, financial activity and fundraising. The Accountability Wizard allows for a systematic collection of data that allows Council staff to review and verify submitted answers against standards.
- **DONOR SERVICES**—providing information to donors to help them make informed giving decisions that reward accountable nonprofits. This includes in-depth information from Accountability Wizard reviews as well as tips on how to give strategically and intelligently.
- **GRANTMAKER SERVICES**—engaging grantmakers in our information processes—both as an aid in their due diligence and as a means to help grantees build capacity.

Purpose

Responsible for the coordination and management of community collaborations, customer outreach, cultural competence initiative and new business development.

RESPONSIBILITIES

Marketing & Outreach/Training

- Responsible for marketing and outreach for nonprofit and grantmaker services.
- Conduct trainings, workshops, and webinars on nonprofit management best practices related to the Accountability Standards (public disclosure, governance, financial activity and fundraising).
- Represent the Council to outside audiences and partners at conferences and meetings.
- Develop relationships with nonprofit organizations, grantmakers, and federated campaigns to establish partnerships and potential earned income revenue.
- Seek to increase earned income through trainings and other program activities; identify and plan for potential revenue opportunities. Work with communications coordinator to ensure regular review and update of website content for nonprofit organizations and grantmakers.

Program Planning & Implementation

- Develop and implement annual nonprofit & grantmaker services business plan with nonprofit services coordinator.

- Provide direction and support to Annual Forum planning committee.
- Assist in annual and ongoing program analysis and evaluation; incorporate learnings from analysis to enhance program services.
- Participate on program committee.
- In conjunction with nonprofit services coordinator, conduct Accountability Wizard reviews; Serve as a point of contact to review participants and grantmakers engaged in program service.
- Assist in the development of nonprofit and grantmaker services annual budget.
- Provide and develop technical assistance to current and potential Accountability Wizard Participants, as necessary.
- Develop and grow strategic diversity initiatives.

Cultural Competence

- Nurture and develop Council's relationships with diverse communities and nonprofits.
- Participate and staff the Council's Cultural Competency Task Force.
- Serve as project manager for the Council's Cultural Competence Initiative.

Other

- Maintain database, produce reports.
- Communicate effectively and respectfully respond to inquiries or complaints from customers, grant makers, board members, volunteers or community members.
- Effectively present to management, public groups, board of directors, volunteers, staff and community groups.
- Recruit, orient/train, recognize and manage interns or volunteers.
- Work effectively in a collegial team environment.
- Respond positively to changing demands and priorities.
- Prioritize work and meet deadlines.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Minimum of B.A. from four-year college or university in nonprofit management, social sciences, or equivalent combination of education and experience. Masters preferred.
- Demonstrated knowledge of nonprofit sector.
- Desired: experience conducting adult trainings and workshops.
- Cultural competence--comfortable working with a variety of cultures, styles, backgrounds and perspectives.
- Proficient in word processing, internet browsers, database management, and electronic spreadsheets (Word, Excel software)

COMPENSATION: Dependent on qualifications

SUPERVISION: This position reports to the Associate Director

TO APPLY: Send resume and cover letter to Amy Sinykin, asinykin@smartgivers.org by February 15, 2012.