

Job Title	Regional Outreach Coordinator: Montgomery County and Northwest Harris County
Employer/ Agency	Alzheimer's Association
Job Description	<p>Position Purpose: To build concern and awareness about Alzheimer's disease and the Alzheimer's Association. Engage the community in raising the revenue to fuel our work, connect clients with the program & services offered by the Association through our Common Program Plan, and increase government support on the national and state level for increased research, services and support for people with dementia (PWD). You will have a revenue goal of \$300,000 in your territory of the Montgomery County and Northwest Harris County area.</p> <p>Your Key Responsibilities and Outcomes:</p> <ul style="list-style-type: none"> • Developing relationships with volunteers, sponsors, key corporate & community leaders. • Goal setting with companies and individuals to raise funds and awareness. • Networking within the local area. • Recruiting and retaining our valued volunteers. • Travel approximately 75% of the time driving locally. <p>Essential Job Functions:</p> <ul style="list-style-type: none"> • Recruit and support Walk to End Alzheimer's volunteer committee for The Woodlands Walk to End Alzheimer's and Northwest Houston Walk to End Alzheimer's. • Identify, recruit, train, and manage high impact volunteers who will assist the organization in increasing concern, awareness and support for PWD and their families. Includes speaker's bureau volunteers, support group leaders, advocates and ambassadors, interns and general volunteers. • Develops strategies to market and promote Chapter services, programs, and fundraising events. • Serve as community liaison by participating in community events, serving as local spokesperson, and building collaborative efforts with other organizations to achieve strategic goals, including but not limited to early stage engagement and physician/health care practitioner outreach. • Serve as local point of contact for information, referral and support for people with dementia, their caregivers and healthcare providers. • Input data in national Personify database including entry of program offerings, attendance/demographic information and evaluation data and contact center follow up reports and entry. • Recruit members for The Longest Day (TLD) volunteer taskforce. • Recruit and engage TLD team captains. • Follow timeline and best practices as outlined by the Chapter's Outreach Director as well as national timeline and best practices to assure participant and revenue goals.

	<ul style="list-style-type: none"> • Work with a portfolio of corporate prospects to move them through the solicitation cycle (identification, cultivation, solicitation, stewardship, renewal). • Direct the stewardship process making sure corporate sponsors and supporters receive the benefits associated with their level of support and are properly acknowledged. • Work with committee members to secure multiple event sponsorships. • Support advocacy efforts of the Chapter in conjunction with Chapter Public Policy team • Other duties as assigned
Qualifications	Minimum Education Requirements: Bachelor's degree required. Three to five years experience in community outreach, volunteer engagement, sales and/or fundraising preferred.
Salary/Hours	DOE
Employer/Agency	Alzheimer's Association
City, State, Zip	Houston, TX
Contact Person	Jessica Abad-Serpas
Email Address	jessica.abadserpas@alz.org
Application Method	SUBMIT RESUMES TO: To apply, please send your resume, cover letter and salary history to Jessica Abad-Serpas at jessica.abadserpas@alz.org with the position title as the subject line.
Opening Date	3/31/17

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.