

It can be disheartening working at a company that doesn't care about its customers or staff. At Cultivate we believe in treating everyone like family. When you join our team you become part of our family and will make a difference in seniors' lives every day by providing them the support and connections that make them feel engaged with their community.

**About Cultivate:**

Cultivate is a nonprofit that has been providing no-cost, volunteer-powered services to Boulder County seniors for 47 years. Not only do our programs provide seniors access to healthcare, transportation, food, and safety, but they also facilitate connections that make seniors feel valued. Join our small, friendly office and use your skills to promote volunteerism and support for seniors in need.

Please visit [www.cultivate.ngo](http://www.cultivate.ngo) to learn more.

**About the Position:**

The Outreach Specialist is responsible for promoting Cultivate in a variety of settings through targeted interactions including face-to-face meetings, tabling events, speaking engagements and cold calling. The position focuses on relationship building to recruit volunteers and provide service information to potential clients while being the external face of Cultivate. This position reports to the Director of Volunteers and includes recurring access to vulnerable populations.

**Responsibilities:**

Marketing and Outreach

- Support Director of Volunteers in developing marketing and outreach strategic plans to recruit volunteers.
- Attend outreach opportunities, including targeted community meetings, councils, roundtables, committees and events.
- Conduct presentations at organizations and businesses to promote Cultivate and volunteerism.
- Research outreach opportunities.
- Provide sufficient outreach to meet goals for recruitment of new volunteers.

### Volunteer Management

- Follow up with potential volunteers and send requested information.
- Conduct site visits for RSVP stations and ensure compliance with RSVP requirements such as updating Memorandums of Understanding.
- Create, coordinate and implement volunteer recognition activities such as RSVP appreciation events and volunteer awards for special achievements or service.
- Assist Director of Volunteers in creation and execution of a plan to increase RSVP volunteer participation.
- Provide outreach and support to all RSVP stations.

### Administrative Support

- Ensure accurate and timely tracking of database information of volunteers and work stations.
- Manage the content and calendar of the volunteer newsletter and acknowledgement of birthdays.
- Promote volunteerism and maintain volunteer postings.
- Assist with volunteer satisfaction survey twice a year.
- Assist Director of Volunteers and Executive Director with special projects, as needed.

### Other Requirements

- This position supports the RSVP program 75% of the time.
- Position requires up to 30% time traveling within the Denver-metro area.
- Some evening and weekend hours are required.

### **Skills Required**

- Excellent public speaking and presentation skills
- Ability to connect with others and forge strong relationships
- Capable of interacting compassionately and relating well with older adults
- Demonstrated prospecting and salesmanship either in a for-profit or not-for-profit setting

- Professional appearance and a high level of professionalism when working with the public
- Take initiative and works with minimal supervision

### **Qualifications**

- 2+ years of outside sales with demonstrated success
- Proven ability to lead a presentation in front of varying audiences large and small
- Proficiency in Microsoft Office and general computer competencies
- Current Colorado driver's license
- Meet the National Service Criminal History Check requirements
- Familiarity with the community landscape of the Denver-metro area
- Knowledge of veterans resources and service organizations
- Spanish speaking a plus

### **Essential functions/working conditions**

- Light physical demands.
- Must be able to work under stress of meeting deadlines and changing priorities.
- Able to communicate effectively both verbally and in writing.
- Able to communicate by phone

Start Date: May 28, 2019

**Compensation:** This is a full-time position. \$14/hr + company-paid health, dental, vision insurance; paid time off (vacation, sick leave, holidays, and, volunteer time off). After one year of employment, participation in a Simple IRA with a 3% match.

### **Why should you apply?**

- Plenty of opportunities for learning and in-house training.
- Awesome team of co-workers!
- Great benefits.
- There are always snacks; you will never go hungry.
- Occasional office dogs to play with when you need a break.

**TO APPLY:**

Please send a cover letter and resume to [jobs@cultivate.ngo](mailto:jobs@cultivate.ngo). Please type "Outreach Specialist" in the subject line. **No phone calls please.**

Cultivate shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, political affiliation, gender identification or expression, or military status in any of its activities of operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, and selection of vendors and provision of services.