



Outreach Director

ABOUT BO'S PLACE

Bo's Place is a non-profit bereavement center offering free of charge grief support groups in English and Spanish for children, families, and adults in the greater Houston area and providing education and resources for those who assist people in grief. Through our Information & Referral Line, in-person and online support groups, school-based groups, education and training programs, and outreach initiatives, Bo's Place supports the bereaved and equips others to better support them, as well.

JOB SUMMARY

The Director of Outreach is responsible for spearheading outreach initiatives, creating partnerships with the community, and equipping others to share the mission of Bo's Place. The ideal candidate will possess strong communication skills, a calling to serve the bereaved, and a passion for fostering relationships within the community and industry.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement a comprehensive strategy to promote Bo's Place mission and programs.
- Cultivate and maintain partnerships with key stakeholders, including Board of Directors, Advisory Board, partnerships, corporations, and community organizations.
- Develop an outreach plan for Bo's Place community-based offerings (outreach events, social media posts, website updates, press releases, etc.).
- Identify and develop partnerships that will open opportunities to serve more people.
- Monitor and evaluate the effectiveness of outreach activities, making recommendations for continuous improvement.
- Oversee the Volunteer and Community Education management, casting a vision for these areas to grow and reach people across our community.
- Cultivate and make use of working relationships with other organizations and individuals to build referral sources and to find ways to increase awareness of the needs of the bereaved and the grief support services available at Bo's Place.
- Supervise, mentor, and evaluate Community Education Manager.
- Participate in regular review and update of current resources and development of new resources for the Bo's Place online resource library.
- Prepare monthly Outreach, Volunteer and Community Training reports for Executive Director and Board of Directors.



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Outreach Director

- Responsible for the direction and supervision of program financial management to meet the needs of the organization in accordance with established accounting practices, organizational procedures, and federal, state, and local laws.
- Responsible for oversight of graduate level intern program.
- Responsible for supervision and evaluation of assigned staff.
- Other duties as assigned by Executive Director.

MINIMUM QUALIFICATIONS

- Bachelor's degree in marketing, communications, psychology, or related fields.
- A minimum of 3 to 5 years of supervisory or management experience.
- Experience in outreach, event planning, or bereavement services.
- Excellent verbal and written communication skills.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong leadership and management skills with the ability to inspire and motivate a team.
- Excellent communication skills, both written and verbal, with the ability to engage with diverse stakeholders.
- Strategic thinker with ability to develop and execute innovative outreach strategies.
- Strong organizational and project management skills.
- Demonstrated ability to maintain effective partnerships and networks.
- Familiarity with digital marketing tools and techniques.
- Passion for serving others.
- Technology proficient.

GENERAL INFORMATION

This is a full-time position with additional evening and weekend hours sometimes necessary to accomplish Bo's Place objectives.

Department: Outreach
FSLA Status: Exempt

Job Status: Full-time
Reports to: Executive Director

TO APPLY

Please email resume to info@bosplace.org.



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