



Job Title: Community Outreach Manager
Reports To: Executive Director
FLSA: Exempt / Full-time
Location: Greater Kansas City Metro Area.

Role Summary

The Community Outreach Manager is essential in advancing our mission to provide critical home repairs and accessibility modifications for older adults and individuals with disabilities in the greater Kansas City area. The Community Outreach Manager is responsible for outreach efforts, building a solid donor program and managing external communications.

Key Responsibilities:

- Creating an outreach plan to develop, grow and manage individual, corporate, and monthly donor programs (communication, relationship building, reporting)
- Developing and then managing organizational communications campaigns to include, eblasts and social media posts.
- Manage website content, keeping content current and relevant to the mission.
- Managing and tracking donor information in the donor database system.
- Support the development of corporate/group sponsorships through volunteer engagement, including managing the ramp sponsorship program.
- Gather and share compelling client and volunteer stories.
- Create engaging written and visual content (e.g., Canva graphics, storytelling posts).
- Build relationships with local media and pitch relevant stories.
- Manage printed and digital marketing collateral.
- Collect and report communication and engagement metrics.
- Represent HopeBUILDERS at community events and speaking engagements to raise awareness.

Minimum Qualifications:

- Experience with website platforms, email marketing tools, graphic design (Canva, InDesign), and CRM/donor databases
- Strong written and verbal communication skills
- 3–5 years of experience working with or managing volunteers
- Excellent attention to detail and ability to meet deadlines
- Reliable vehicle and valid driver's license for regional travel (Kansas City metro area)
- Ability to work outdoors and on active construction sites (including around wood dust and in various weather conditions)
- Ability to work on select Saturdays (flex time during the week is available to offset weekend work)

Preferred Qualifications:

- Highly organized and self-motivated, with the ability to manage multiple projects simultaneously
- Proficient in analyzing and reporting data
- Responsive and professional in all communication
- Comfortable working with a wide range of people and building relationships
- Ability to work independently and as part of a collaborative team

This is a remote position with regular travel across the greater Kansas City area for volunteer events, training, outreach, and mission-related activities. The role requires attendance at twice-monthly Saturday ramp builds and weekly in-person staff meetings in Overland Park