

# JOB DESCRIPTION (updated 12.16.21)

<b>Title:</b>	Love Out Loud Yadkin Partnership and Relationship Manager
<b>Reports To:</b>	Executive Director of Love Out Loud & Love Out Loud Yadkin LLC Advisory Board
<b>Hours:</b>	20-25 hours per week
<b>Compensation:</b>	\$25/hour
<b>Other Benefits:</b>	Cell phone stipend; monthly expense allotment
<b>To Apply:</b>	Submit resume and apply at: <a href="http://loveoutloudyadkin.com/apply">loveoutloudyadkin.com/apply</a>

## Summary of Position

Carries out the vision for Love Out Loud Yadkin to transform the county with the love of Jesus by connecting and mobilizing its people and resources by expanding the network of community partners of the organization and supporting their work through use of The Shore House as well as on community-wide collaborative efforts.

## Key Responsibilities

### COMMUNITY ENGAGEMENT

- Initiate and maintain relationships between LOL-Yadkin and community organizations doing work in Yadkin County to assist in aligning initiatives and partnering.
- Build relationally with a wide variety of stakeholders in the Yadkin County region, listening carefully to the needs and interests of the community and consistently looking for the activity of God.
- Facilitate community-wide collaborative events and efforts as is helpful to and needed by the community.
- Actively participate in community/civic activities to maintain awareness within community and create usage opportunities (Yadkin Chamber of Commerce, the Yadkin Art Council, the YMCA, multiple churches and pastors, neighbors of The Shore House, etc.).
- Create and distribute event information via event emails, newsletters and forums.

### DEVELOPMENT

- Lead advisory council in creating budget and revenue goals for LOL-Yadkin.
- Lead development and fundraising activities that lead to sustainable revenue streams including tax-deductible donations for charitable programming and fees-for-use of Shore property for events at The Shore House.
- Report out at semi-monthly advisory council meetings on budget progress and goals.
- Maintain a strong relationship with the Shallow Ford Foundation by writing annual reports, informing them of key developments and sustaining an ongoing dialogue.

### PROGRAM COORDINATION

- Anticipate, ameliorate/mitigate, and oversee risk management issues.
- Manage, plan and oversee property-appropriate and mission-aligned events.
- Manage special projects, reports and other key tasks related to LOL Yadkin as needed.
- Work with Shore House Events Coordinator as needed to plan and ~~oversee coordinate~~ events.
- Report out on use of property and coordination of community events.

### SKILLS/QUALIFICATIONS

- 2 to 3 years of administrative and programmatic support
- 1 to 2 years of Development / Fundraising experience
- Outstanding organizational skills and extraordinary attention to detail
- Excellent customer service skills and strong relationship building instincts, with ability to address issues with diplomacy
- Strong project management skills; must be able to manage multiple projects with frequent and specific deadlines and consistent follow up to ensure tasks are completed and that clients are satisfied
- Ability to rigorously manage emails and phone calls
- Thirst for knowledge and efficiency
- Proficiency in Excel, PowerPoint, Word and database programs required