

Outreach & Accounts Manager

- 20-25 Hours per week

One Circle Foundation seeks an Outreach and Accounts Manager to join our dedicated team and further our mission to foster resiliency in children and youth, families, adults, and communities. One Circle Foundation recognizes that healthy relationships are the core element to a healthy individual, family, society, and world.

Position Summary

The Outreach and Accounts Manager holds a key position in our organization by generating opportunities to bring our trainings to the communities and organizations serving youth and to promote attendance registrations at the trainings.

This person generates training opportunities through relationship building and contacting existing and potential training host clients, customers, and organizations to promote, sell, book and schedule our facilitator trainings including: *Girls Circle*®, *The Council for Boys and Young Men*®, *Mother-Daughter Circle*®, *Rainbows and Resiliency: Sexual Orientation, Gender Identity and Expression Affirming Approaches, and Mitigating Race, Gender Bias*. The position includes responding to incoming training inquiries in addition to generating new business via booking trainings and developing new contracts. Additionally, this position will work closely with the Executive Leadership Team to execute outreach and marketing strategies to new and existing customers to support growth via supporting development, special events and fundraising activities.

The Outreach and Accounts Manager will report directly to the Executive Director and will be responsible for the following:

Booking New Trainings, Lead Generation and Account Management: (65%)

- Conduct new outreach to youth-serving organizations including leadership to generate new training contracts in all youth serving sectors: juvenile justice, child services, behavioral and mental health, education, faith-based and community-based organizations
- Respond to incoming training inquiries
- Track all marketing and outreach communication efforts from leads and opportunities utilizing the Salesforce platform and conduct required follow-up as needed on a consistent basis.
- Liaison and interface between customers, Training Manager and Administration for ongoing training set-up, rosters, and post training logistics
- Offer quarterly webinars about hosting trainings, and develop an outreach plan
- Actively maintain good relationships with current and past customers to support their needs and generate future business opportunities
- Execute contracts, MOU's, and purchase orders
- Post new trainings on the OCF website and social media sites
- Notify the OCF team of newly booked trainings and post on the OCF Google calendar
- Conduct weekly meetings with E.D. to provide updates on trainings
- Develop and implement follow up schedule with hosts to sustain and build upon relationships: gaining feedback, identifying further areas of support and consultation, and obtaining further references and leads
- Provide follow up information to OCF team to respond, strategize, and strengthen programs and field relationships
- Continue to inform, educate and promote OCF's curricula to support successful implementation of circle programming

Marketing and Outreach: (35%)

- Promote calendared OCF trainings through scheduled email campaigns in liaison with Communications and Design Director
- Conduct individual outreach to key contacts and to youth-serving organizations to fill trainings and research markets in training areas to further promote outreach
- Monitor registration numbers and increase outreach tasks accordingly
- Perform other duties as assigned by supervisor
- Create occasional training press releases for distribution through media channels
- Distribute and post fliers for upcoming trainings and curricula sales on key websites and calendars as needed

Qualifications

- Bachelor's Degree or 5 years of solid work experience in outreach, sales, promotion, and business development preferably with a nonprofit or social enterprise organization
- Preferred: Attended a Girls Circle Facilitator Training and certified as a Girls Circle Facilitator or attended a Council for Boys and Young Men Facilitator Training and certified as a Boys Council Facilitator
- Excellent networking skills – dynamic, energetic, and engaging
- Proven ability to lead by example and to foster a culture of learning
- Passion for this mission to foster resiliency in youth and families and the adults who work with youth
- Work independently most of the time and within a committed and caring team environment
- Fluency with Salesforce, MS Office Suite: PowerPoint, Word, Excel, Google Suite, Dropbox. Magento experience a plus.
- Succinct, clear, relational, and timely written and verbal communication skills
- Solid skills with social media, video-conferencing, and webinar platforms
- Results-driven, exemplary communication and writing skills and the ability to work collaboratively and nurture effective, positive working relationships with customers, clients, leadership team, and co-workers
- Ability to meet deadlines; work well under pressure; and communicate clearly, professionally, and personally with colleagues, customers, partners, and vendors
- Ability to innovate, think strategically and conceptually and manage multiple projects simultaneously

In addition the ideal candidate will possess the following attributes and experience:

- Extremely high level of professionalism, collegiality, relational, self-motivating, self-starter
- Professional, enthusiastic, creative, honest and trustworthy, friendly, approachable, hard-working
- Flexible and able to deal effectively and politely with people from all backgrounds and in all types of difficult situations
- Ability to evaluate problems accurately and display good judgment

Compensation

Hourly Rate: \$30-34 DOE

Excellent benefits including medical, dental, matched retirement plan, paid holidays, sick leave, Personal Time Off (PTO), professional development, and optional days to work from home when schedule permits. Part-time positions have access to split contributions.

Opportunity to work with a passionate and dedicated team of professionals who believe in the power of healthy relationships established in circles to fundamentally and positively impact the lives of youth and communities.

To apply, please send your resume and cover letter to HR@onecirclefoundation.org.

About Our Organization

One Circle Foundation transforms lives through circles.

One Circle Foundation is a 501(c)3 nonprofit organization based in San Rafael, CA and serving organizations nationwide. We promote resiliency and healthy relationships by offering circle program models that transform lives. One Circle Foundation recognizes that healthy relationships are the core element to a healthy individual, family, society, and world.

We train and equip providers of youth services to facilitate evidence-based circle programs for youth. Our models, Girls Circle® and The Council for Boys and Young Men®, are gender-responsive, research-based circle models for girls, boys, LGBTQ+ and gender non-conforming youth, that promote safe and healthy relationships, build assets, and promote authentic diverse identities and capacities on the adolescent journey toward adulthood. In addition, we train adults on affirming and expansive practices for LGBTQ+ diverse youth, intersectionality, implicit bias and becoming allies. Our adult circle model is Women's Circle® is a gender-responsive and gender non-conforming support group approach for women to share, explore, build skills, and encourage one another to live authentically in mind, body, heart, and spirit.

Since 1997, OCF has trained, consulted, and developed educational curricula to equip service providers around the nation and internationally to implement research-based circle program models and best practice evidence-based approaches to increase capacities and build healthy relationships. Our reach is to all youth serving sectors to include: education, juvenile justice, child services, behavioral health, community based programs and ministries.

One Circle Foundation prioritizes diversity and the value it brings to the workplace and the work with intersectional individuals and audiences. We practice and utilize an expansive mindset and approach in all our work.

List of OCF Core Values

We are relational.

We recognize the quality of our relationships with others as the most important aspect of our work, and as paramount to growth, learning, health and success.

We honor everyone's wisdom.

Everyone's experiences and viewpoints are valid and deserving of respect. We recognize that we haven't lived all the same experiences as others have lived.

We are humble.

We don't have all the answers, and we know we're not perfect.

We laugh and have fun.

We laugh at ourselves, use humor, and encourage playfulness.

We care for others and we care for ourselves.

Taking care of our bodies, minds, hearts, and spirits is key to our healthy relationships.

We view gender and culture as integral aspects of identity.

Gender and culture have meaning and impact in multiple dimensions of one's life.

We are communicative.

We tell people – verbally and nonverbally – what to expect from us and from the training.

We emphasize strengths.

It's the paradigm shift – seeing others for their strengths, gifts, and potentials.

We are accountable.

We own our work, words, and deeds.

We recognize the power of our voices, and use them intentionally.

Our experiences count; our messages have an impact when they come from our hearts.