



Outreach Coordinator

Job Title: Outreach Coordinator

Location: Remote (U.S.)

Reports to: Executive Director

Status: Full Time (40 hours/ week)

Classification: Exempt

Orthodox Christian Prison Ministry

OCPM is a national, faith-based non-profit organization. OCPM serves those who are incarcerated and their families, and provides resources, training and support to our ministry partners so that lives are transformed and God is glorified.

Position Summary

Under the direction of the Executive Director, the Outreach Coordinator is responsible for acquiring new OCPM donors, volunteers, and engaged supporters nationwide by initiating and supporting awareness and fundraising events. This role serves as one of the primary public faces of OCPM and focuses on relationship-building through extensive travel, public speaking, parish engagement, and awareness and fundraising events.

Working closely with OCPM's Development and Church Programs teams, the Outreach Coordinator identifies new stakeholders, encourages ongoing engagement with OCPM, and ensures timely handoff and follow-up with appropriate staff.

The desired individual should be a superior communicator and quickly build rapport with people from diverse backgrounds. The Outreach Coordinator should have an energetic and proactive approach, along with strong networking and relationship-stewardship skills.

This will be a remote position. The Outreach Coordinator will primarily report to and interact with the Executive Director and other staff via email, phone, and video chat, with a heavy amount of travel expected.

Responsibilities

Stakeholder Acquisition and Engagement

- Represent OCPM publicly by traveling and speaking at churches, conferences, and events to promote the mission and impact of the ministry.

- Work closely with Orthodox churches and existing volunteer networks to initiate and ensure successful awareness and fundraising events.
- Identify, cultivate, and document prospective donors, volunteers, and other stakeholders, coordinating follow-up with Development and Church Programs staff.
- Encourage new contacts to engage with OCPM through newsletters, events, volunteer opportunities, and ongoing communications.
- Collaborate with the Development team on the creation of digital and print materials to support parish visits, events, and outreach efforts.
- Assist with communications and public relations content related to outreach, awareness, and fundraising activities (e.g., website content, news stories, event promotion).

OCPM Advocate and Volunteer Management

- Manage the OCPM Advocates Program, equipping and supporting volunteers who represent OCPM within their home parishes.
- Under the direction of the Executive Director, support members of the Board of Trustees and key volunteers in expanding awareness of OCPM within their personal, church, and professional networks.
- In collaboration with the Church Programs Manager, conduct initial assessments of churches or individuals interested in prison ministry and develop engagement plans tailored to their context.
- Contribute to the development of new engagement pathways, success models, and training resources for parish-based prison ministries.
- Participate in and present at public OCPM events to promote programs to parishes and to identify and cultivate new relationships that will be beneficial to Church Programs and OCPM in general.

Record Keeping

- Maintain thorough records of all contacts, including engagement plans, and contact notes using OCPM's Donor Relationship Management system in DonorPerfect and Programs database in Salesforce.

Qualifications and experience

The candidate should have the ability to work as part of a collaborative team, with open, calm communication on very sensitive matters. He or she should have superior ability to manage priorities and workflow; tolerant in a changing work environment; problem-solving and analytical skills; willing to work with and include individuals of diverse backgrounds; respectful and appreciative to OCPM's mission; a self-starter needing little supervision.

The candidate should be comfortable with presenting publicly.

He or she should have strong relationship management experience, with preference given to those who have experience coordinating volunteers in a nonprofit setting. Those with strong experience in

project management or a proven track record of working in a sales process should consider applying.

Bachelor's degree or equivalent and 1-3 years related experience, or combination of education and experience preferred.

As a small organization, a significant amount of flexibility and teamwork is required. Employees are expected to work collaboratively to ensure OCPM's success.

Additional information

- OCPM does not maintain a central office. The candidate will work out of an office in his or her own home. OCPM will provide or pay for reasonable and necessary office supplies.
- OCPM is a small but growing organization. The candidate should feel comfortable in a startup-like environment where he or she can influence and help build the ministry.
- The Outreach Coordinator will meet with church volunteers and stakeholders throughout the United States. He or she will be expected to meet with contacts virtually on an almost daily basis and periodically conduct evening meetings.
- This position will require the candidate to travel to meet with church groups in person, working around the church's schedule. There will also be limited travel for staff meetings and industry events. 12-18 trips expected per year. Some weekend travel is expected.

How to Apply

Send a cover letter and resume to communications@theocpm.org