



Program Advancement and Outreach Manager



The Program Advancement and Outreach Manager will perform a variety of roles related to: public awareness, school and community events, and outreach initiatives for current and new programs. This candidate must possess strong communication and planning ability, data management, social media and website skills. This position is a full time, exempt position reporting to the President and CEO.

Winston Knolls Education Group, an Illinois State non-profit organization, flagship program is The Winston Knolls School in Hoffman Estates, Illinois a non-public special education Pre-Kindergarten through 12th grade high school approved by the Illinois State Board of Education. Here we provide school-based services to children (ages 3 up to 21.11) diagnosed with Autism Spectrum Disorder (ASD) and other disorders such as emotional / behavioral disorders, developmental disabilities and other health impairments.

General Responsibilities:

- Development, management and implementation of timely community appeals, along with relationship building with key stakeholders. Manage community collaboration efforts, donations, gifts and sponsorships through mailings as well as relationships with school partners.
- Manage, implement, and promote awareness: all aspects of school and community events; recruit, secure and support volunteers and interns for year-round school activities, programs and events while adhering to best practices for volunteer management. May include occasional evening or week-end.
- Maintain records and report outcomes of outreach activities; provide outcome reports and summaries of school events, community partners, contacts and donations. Develop and disseminate communication materials to successfully announce and communicate school program activities, services and events throughout the community.
- Deliver presentations and make appearances at local schools, associations and organizations as needed for community awareness, outreach initiatives and events. Participate on committees / teams and in collaboration efforts to develop new and maintain relationships with community and individual supporters and partners.
- Participates in community events, fairs and exhibitions. Assists with new program initiatives and program expansion; includes the development of information packages and outreach efforts for new services.
- Maintain accurate records including reporting, contact history, mailing calendars and acknowledge all donors, sponsors, and event attendees in a timely manner.
- Manage, edit and update web site and social media platforms in a timely manner.
- Other duties as assigned by the President/CEO

Required Knowledge, Skills and Abilities:

- Bachelor's degree in community relations, communications or related field and two (2) years' work experience;
- Associate Degree in community relations, communications or related field and four (4) years' work experience;
- Progressive experience in community awareness, promotions, volunteer events and planning; and
- Knowledge and experience of computer functions, donor base management systems competence, website management involvement with extensive experience in the following:
 - ✓ Blackburd
 - ✓ E-tapestry
 - ✓ Work Press Themes
 - ✓ Microsoft Office Suite
 - ✓ Constant Contact
 - ✓ Microsoft Publisher
 - ✓ Microsoft Photo Shop
 - ✓ Face Book
 - ✓ Twitter
 - ✓ LinkedIn
- Non-profit, foundation, school, university experience is preferred;
- Excellent communication, writing and problem-solving skills
- Ability to work some evening and weekends,
- Frequent sitting, working at computer keyboard and desk, regular standing to file, perform other office functions, occasional bending, stooping and lifting up to 25 lbs.

Starting Date: Immediate

Application Deadline Date: Applications will be reviewed until position is filled

Compensation Range: \$50,000 to \$60,000 annually with a competitive benefits package

Please forward your resume and cover letter via email or fax to Bill Ennis, Human Resources Director wennis@winstonknollsgroup.org | fax 630-283-3482

Questions or for a complete job description contact Bill Ennis, Human Resources Director at 630-283-3222. Visit our web site at www.winstonknolls-hecampus.org