



POSITION DESCRIPTION

Mission

Create and support one-to-one mentoring relationships that ignite the power and promise of youth.

Position Title: Community Impact & Outreach Manager
Reports To: Vice President of Programs

Department: Program
Hours: Full-Time
Some evenings and weekends

FLSA: This position is considered to be Exempt for overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA).

Position Summary

Dynamic opportunity to change lives! Join our team and become part of a 69-year tradition of impact in the Valley. Under the supervision of the Vice President of Programs, the Community Impact & Outreach Manager advances the mission by recruiting and engaging volunteer mentors and youth, strengthening parent partnerships, and building community connections that expand access to mentoring. This role blends strategic outreach with meaningful family engagement to ensure strong enrollment, sustained participation, and measurable impact.

Essential Duties and Responsibilities

Community Outreach & Recruitment

- Plan and deliver presentations to recruit volunteer mentors and youth at companies, faith-based organizations, schools, and community events.
- Execute adult and youth recruitment strategies to meet enrollment and outcome goals, including specialized site and district needs.
- Identify and cultivate volunteer-rich organizations and strategic community partners to support recruitment efforts.
- Manage outreach calendars, recruitment dashboards, volunteer opportunity postings, and follow-up communication to convert interest into applications.
- Collaborate with Development, Marketing, and Program teams to align outreach efforts with overall strategic goals.
- Track recruitment activity and outcomes to support data-informed strategy refinement.

Parent Engagement & Community Resource Partnerships

- Identify, cultivate, and maintain partnerships with schools, community agencies, and service providers to expand resource networks for families.
- Explore, assess, and connect families to appropriate community resources and referrals that address identified needs.
- Collaborate with internal teams to ensure families receive coordinated support and access to relevant services.
- Build trusting relationships with families to strengthen participation, communication, and long-term engagement.
- Support grant tracking and reporting related to family engagement and community partnership outcomes.

Skills, Education and Knowledge:

- Must possess a minimum of Associate degree from an Accredited University.
- Must have strong public speaking ability to effectively deliver professional presentations in front of small and large groups
- Must have excellent interpersonal skills and be comfortable meeting / interacting with new people
- Must have high level of organizational skills
- Must be willing to work weekends and evenings as required
- Must have reliable form of transportation and willing to travel as required
- Must be willing and able to work with diverse populations
- Sales / Marketing / Communication focus

Agency Core Values:

Ability to demonstrate, understand and apply our workplace values listed below. These are embedded in all roles and responsibilities and will be considered during all aspects of employment.

- **We Ignite Potential**
We bring out the best in our Bigs, Littles & Families, Staff & Community
We talk beyond today
We believe in what's possible
We focus on sustained positive outcomes for youth
- **We are Ambitious**
We promote collaboration
We take initiative for our own growth and hold ourselves accountable
We are innovative; creative in thought and problem solving
We provide opportunities for youth to thrive
- **We are Committed to Greatness**
We are Customer Service focused ALWAYS
We are agile and can change gears comfortably
We keep safety in the forefront
We offer solutions, not excuses
- **We Fuel Diversity**
We are committed to equity and inclusion
We honor everyone as individuals
We create an atmosphere of respect and acceptance
We develop programming that reflects our community

Time Required: *(Time period the classification is typically expected to perform as a fully trained employee)*

- All new employees shall observe a 90 day introductory period.

Travel Requirements:

- No out of town travel required
- Regular local travel
- Must have reliable transportation

Work Environment/Physical Requirements: *(Specific work place conditions and/or physical abilities that are related to and/or required by this job)*

- Moderate lifting, not to exceed 20 pounds, may occur from time to time.

Equal Employment Opportunity

BBBSAZ provides equal employment opportunities to all qualified individuals without regard to race, religion, national origin, color, gender, marital status, sexual orientation, gender identity, veteran status, or disability. BBBSAZ will comply with all federal, state and local anti-discrimination laws.

Americans with Disabilities Act

Applicants, as well as employees, who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSAZ may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:

Revised 3/4/2026