



## **Job Opportunity: Outreach Coordinator**

We believe that everyone should have access to a global education, regardless of their financial circumstances. **The Dragons Fund is a 501(c)(3) initiative of the COMMON Foundation**, established in partnership with Where There Be Dragons to provide need-based scholarships for motivated, qualified students and educators. This is an exciting part-time position that invites you to connect with alumni, their families, as well as prospective students, and amplify Dragons' ability to make an impact through life-changing global education experiences.

**Position:** Strategic Outreach Coordinator

**Scope:** Alumni Engagement, Digital Marketing, Fundraising, Admissions, and Scholarship Program Management on behalf of Dragons Fund (a project of the COMMON Foundation)

**Timeframe:** May 1, 2019 - December 31, 2019

**Hours:** Part-time, 15 to 30 hours/week, ability to work remotely, anywhere in USA

**Pay:** Competitive, based on experience

### **Responsibilities:**

- Work closely with Susie Rinehart (former director of WTBD and current director of development of DF) to develop a creative, fun, and effective strategy for outreach to alumni and their families.
- Engage in outreach with Where There Be Dragons' network of alumni (former high school students, former college students, adult participants, educators and students' parents/guardians, henceforth referred to as network members) to make people aware of the Dragons Fund and its needs.
- Improve website: work with director of development to create content, find imagery, and develop the site as needed to enhance fundraising and outreach.
- Ensure that all public facing statements (verbal or written) state clearly that "the Dragons Fund is a 501(c)(3) initiative of the COMMON Foundation."
- Manage data-driven email fundraising campaigns to reach network members and systematically track campaign success using MailChimp in order to maximize effectiveness.
- Create weekly social media posts completed on COMMON Foundation Facebook page and any other relevant social media platforms. Work with past and current scholarship recipients to share their story and experience on social media.
- Post scholarship opportunities and manage scholarship application processes in a timely and communicative manner.
- Connect with winning scholarship students, past and present, and their families, to create a strategy for best inclusive practices and preparation for a global travel experiences.
- Together, with Susie Rinehart & others at WTBD, advance efforts to diversify staff and students, and promote diversity, equity, and inclusion (DEI) on all programs.

**Please send resumé & cover letter to Susie Rinehart at [susie@dragonsfund.org](mailto:susie@dragonsfund.org) by April 15, 2019.**