

Community and Corporate Engagement Manager



The Community and Corporate Engagement Manager is a critical member of the management team that acts as an external facing representative of the Sandefur Center across all organizational levels. The Community and Corporate Outreach Manager's primary role is to achieve target census and admission objectives through focused referral generation and strategic brand-building initiatives, and to develop and maintain a list of potential employers for job seekers through the supported employment program. This individual will act as the community liaison/outside sales representative for the Sandefur Center's service lines to identify, establish, and maintain communication and relationships with potential referring partners in the respective communities in which the Sandefur Center serves. They are responsible for attending community events, being a liaison with area school systems and facilitating interaction with the corporate community.

ESSENTIAL JOB FUNCTIONS

- Understand the mission of the Sandefur Center and plan outreach efforts to administer it appropriately
- Develop in-depth knowledge of the Sandefur Center's service offerings
- Identify, establish, and maintain relationships with key potential referral partners to drive admissions to the day program
- Develop and/or implement outreach activities, campaigns, and strategies to cultivate community awareness and engagement with the Sandefur Center
- Organize, attend, and/or participate in special events and promotions advocating for the Sandefur Center and participants/job seekers
- Maintain accurate recordkeeping duties/support for contact management, trend analysis and reporting
- Makes presentations to representatives of community businesses regarding persons with disabilities in order to encourage business support for employment opportunities.
- Works with the Director of Employment Services to connect prospective job seekers with potential employers
- Assists in developing employment program promotional and marketing materials.
- Other duties as assigned.

Required Skills

- Good written and oral communication skills.
- Ability to handle with objectivity a wide variety of employee/employer relationships.

Required Experience

- Comprehensive knowledge of the surrounding community, especially in regard to employment and community engagement opportunities.
- Certified as a Direct Support Professional or become certified as a Direct Support Professional within six months of hire.
- Must receive STEP Supported Employment training through Kentucky's Supported Employment Training Project within one year of hire.

Please send resume to info@hesandefur.com. Applications will be accepted until the position is filled.