

### **Position Summary**

**Title:** Outreach Specialist

**Status:** Part-time contractor, 9 month contract with possibility of extension upon review, exempt

**Reports To:** Project Manager

**Hours:** 20 hours/week, including some weekend and evening events

**Pay Range:** \$25/hour

### **Agency Description**

Rocky Mountain MicroFinance Institute (RMMFI) is reimagining social and economic inclusion in Denver and beyond. This is your chance to join us as we create community wealth through strategic investments in people and businesses. The RMMFI team puts its entrepreneurs first as we strive to be an energetic and creative workplace. We care about the work we do and the people who do it. In the past 11 years, RMMFI has helped launch 219 local small businesses through our Launch Program and provided 217 micro-loans to graduates. More information about RMMFI can be found at [www.rmmfi.org](http://www.rmmfi.org).

### **Essential Duties**

- Build and maintain genuine relationships with community partners to generate a sustainable pipeline of both qualified entrepreneurs and volunteers.
- Discover and attend networking, community, and recruitment event opportunities--speaking with confidence and enthusiasm to a variety of audiences--to build brand awareness, promote RMMFI's offerings, and generate leads in new communities.
- Establish initial contact with entrepreneurs/volunteers, screen potential candidates, and make appropriate referrals (whether to the next stage of engagement with RMMFI or to community partners/resources).
- Coordinate activities with the Idea Coordinator and Volunteer Coordinator to ensure a smooth transition across recruitment, screening, and placement.
- Continually improve and evaluate current and potential diversity recruitment practices, ideas, opportunities, and affinity partnerships to increase the ability to source diverse candidates.

### **The Idea Candidate:**

- Is a great communicator and able to solve problems both independently and with a team.
- Is able to build networks and create positive connections/partnerships.
- Is passionate about their work and inspires others.
- Can think creatively to get work done.
- Turns ideas with potential into reality.
- Demonstrates excellent writing and presentation skills.
- Exhibits pride in achieving results AND in the way results are achieved.
- Is flexible and able to support change and growth within the organization.
- Isn't afraid to ask questions and learn.
- Can find extra fuel in the tank during those times when extra effort is necessary.

### **Technology Qualifications**

- Proficient in all MS Office products as well as Google Suite
- Experience with the use of Facebook, Instagram, and Twitter
- Able to quickly adapt to new technology solutions

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The successful candidate will be an enthusiastic people-person who is self-motivated, entrepreneurial, a team player, and willing to take complete ownership of critical duties. Additional incentives include a flexible work environment and schedule, professional development opportunities, competitive salary, and the knowledge that the results achieved will directly impact a growing organization that is at the cutting edge of social and economic development in Denver.

**Application Process**

Interested applicants should tell us why you are interested in this position and send a resume and at least 3 references to [jobs@rmmfi.org](mailto:jobs@rmmfi.org). No phone calls or direct messages to staff members, please. Applications accepted until position is filled. Thank you for your interest in Rocky Mountain MicroFinance Institute.

*The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job.*

*In all their dealings, the Rocky Mountain MicroFinance Institute does not discriminate based on: age; ancestry; creed; color; mental or physical disability; gender; gender identity, expression or characteristics; marital status; national origin; political service or affiliation; race; religion; sex; sexual orientation; veteran status; or any other classification protected by federal, state or local law. RMMFI is also committed to an equitable and inclusive work environment.*