



OUTREACH COMMITTEE

JOB DESCRIPTION

The Outreach Committee is commissioned by and reports to the Advisory Board of the Grant County Community Foundation to plan and implement an education and marketing program to build public awareness and support of the mission of the foundation.

Committee Responsibilities

- Design and implement a calendar of activities to build public awareness of the foundation.
- Identify, schedule and deliver presentations to appropriate community, business and non-profit organizations.
- Refer prospective donors for follow-up by the Development and Stewardship Committee.
- In cooperation with the Advisory Board, annually review and revise the foundation's Case Statement.
- Develop and update education and marketing materials to support outreach activities.
- Oversee foundation website.

Committee Chairman Responsibilities

- Enlist members of the committee, seeking members from the Advisory Board and the community with broad knowledge of Grant County and the ability to enthusiastically represent the foundation to the public.
- Plan and facilitate meetings and activities of the committee.
- Report to the Advisory Board concerning the committee's plans and progress.