



**HORIZONS UNLIMITED OF SAN FRANCISCO, INC.**  
**POSITION DESCRIPTION AND JOB ANNOUNCEMENT**

**OUTREACH, ENGAGEMENT AND DEVELOPMENT SPECIALIST**

*Full-time, Exempt*

Horizons Unlimited of San Francisco, Inc. (Horizons), established in 1965, is a community-based organization located in the Mission District and offers substance use prevention, early intervention and treatment, employment/workforce development, mental health and wellness, and gender-affirming services, to Latino and all youth of color, up to age 24, and their families residing in the Mission District and throughout the city and county of San Francisco.

**Position Title:** Outreach, Engagement and Development Specialist (OEDS)

**Reports To:** Executive Director

**Position Description:** The OEDS is a critical component of Horizon's leadership team and works in direct partnership with staff and youth, Board of Directors, and other community stakeholders to innovate, revitalize, and ensure the Agency's reach and presence in the community, financial sustainability and impact. Through internal and external leadership and interfacing, the OEDS will help chart Horizons' future growth and strategic response to an ever-increasing demand for the Agency's services. Working closely with staff, the OEDS will promote and showcase the services and experiences of youth and families. Through building authentic relationships, the OEDS will create, and support the execution of, an outreach and development strategy as well as related Board and staff involvement. The position will play a leading role in building the organization towards long-term sustainability.

**DUTIES AND RESPONSIBILITIES**

**Outreach and Engagement:**

- In partnership with staff, management team, Board of Directors, and youth, serve as the lead for all outreach and engagement strategies.
- Work closely with staff to identify target populations and develop appropriate outreach materials in both Spanish and English.
- Build partnerships with other community based organizations, community leaders, and stakeholders to cultivate and expand Horizons' presence in the community.
- Design and execute outreach initiatives and events to deepen the reach to underserved populations and those may not traditionally seek services.
- Develop presentation materials and social media presence and campaigns.
- Represent Horizons at community, corporate, and other citywide events and network to build the Friends of Horizons base.
- Manage external outreach, including updating the organization website and developing



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communications such as newsletters, e-blasts, and annual reports.

- Maintain a database/CRM of contacts for future outreach needs.
- Track outreach activities and reach for reporting purposes.
- Coordinate the Curandurista project to deepen outreach and engagement between TAY youth and staff.
- Lead special projects as requested by the Executive Director.
- Attend all Agency, funding source, and programmatic meetings, and report back on outreach activities.

#### **Development Strategy and Board Engagement:**

- Alongside the Executive Director, serve as the face of the organization's development efforts.
- In collaboration with management staff and Board, develop, innovate, implement, and execute an agency wide development strategy and budgets, with an emphasis on building the agency's individual donor base to increase unrestricted funds.
- Provide support to the Board of Directors, including developing and implementing individual and collective Board giving strategies and managing Board commitments.
- In collaboration with the Board Chair, coordinate annual Board Orientation to ensure the successful engagement of Board members with the organization; including developing the Board binder.
- Manage information, communications, and cash flow for individual/corporate donors, general operating grants, and donor-advised giving; including maintaining fundraising tracking systems.
- Develop and manage Board Calendar and coordinate and attend Board meetings; including taking meeting minutes.
- Develop, plan, and execute large-scale, organization-wide fundraising events and annual appeal campaigns.
- Support Directors in executing fundraising campaigns and developing a fundraising strategy for annual program events.

#### **Grant-writing**

- Identify grants and serve as lead writer in support of organization's development goals.
- Support Directors in identifying and pursuing program grants and preparing applications; includes writing and editing grant proposals.

#### **Member of Leadership Team**

- Exemplify leadership and support a culture of accountability organization-wide.
- Ensure cross-collaboration and open communication on development strategy and initiatives.
- Provide Leadership Team support as needed.



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#### **MINIMUM QUALIFICATIONS**

##### **Skills and Abilities**

- Commitment to Horizons' mission, sustainability, and passion for youth development.
- Excellent verbal and written communication, editing, and grant writing skills with proven success in obtaining grants.
- Personable, detail-oriented, and organized with the ability to build and maintain partnerships.
- Strong critical thinking, problem-solving abilities, and the ability to engage and motivate staff for outreach and development activities.
- Team player capable of effectively leading projects and managing relationships at all levels.
- Proficient in Microsoft Word, Excel, and databases, with experience in performing queries, social media platforms, campaigns, and website updates.
- Able to maintain confidentiality and work independently in a fast-paced environment.
- Bilingual preferred, with the ability to write and translate materials into Spanish.

##### **Experience and Qualifications**

- 2–3 years of relevant experience as a Development Associate/Lead or 1 year as a Development Manager/Director, or similar roles.
- Bachelor's degree required.
- Skilled in building partnerships, cultivating donor relationships, and event planning.
- Non-profit experience preferred.

##### **Job Requirements**

- Willingness to work evenings, weekends, and occasional local travel as needed.
- Must be able to clear a Tuberculosis (TB) test before the first day of employment and annually.
- Policy requires all staff to be vaccinated for COVID-19 or have an approved reasonable accommodation.
- Complete annual recurrent required training.
- If in recovery, must be clean and sober for a minimum of 2 years.

##### **COMPENSATION AND BENEFITS**

- Full-time position: 40 hours per week.
- Permanent and exempt after successful completion of a 6-month probation period.
- Eligible for benefits (medical, dental, vision plan, accidental life and AD&D insurance) on the 1st of the month following 1 full month of continuous employment.
- Other benefits include paid vacation, sick leave, and holidays.
- Opportunities for professional development and continued learning.
- Annual salary range from \$ 84.975 to \$ 87.524.



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Date Posted:  
**December 17, 2024**

Application Deadline:  
**Open Until Filled.**

**Application Process:**

Submit a cover letter and resume by email at [officeadmin@horizons-sf.org](mailto:officeadmin@horizons-sf.org) or mail to 440 Potrero Avenue, San Francisco, CA 94110.

**COVID-19 advisory:** Horizons operates as an essential service organization and has implemented a COVID-19 Recovery Plan that documents operations, safety protocols, and guidance for the safety of staff and provision of services in accordance with local, state and other Health Orders and guidelines. At the time of this posting, services will primarily be offered in-person, onsite or in local high schools. This is subject to change and Horizons reserves the right to make changes to its Recovery Plan, processes, policies and practices at its discretion.

**Horizons Unlimited of San Francisco, Inc. is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. Women and BIPOC Are Encouraged To Apply.**  
**Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.**