

OPEN EMPLOYMENT OPPORTUNITY

Position: Faith Based Coordinator

Department: PrepareLA+

Days/Hours: Full Time / some weekends

Duration: Ongoing

Status: Exempt

Base Office: Los Angeles Region – 50% of time spent out of office working with FBOs

Description: The Red Cross Los Angeles Region is looking for an experienced, hands-on people person who will develop and maintain great relations with Faith Based Organizations (FBOs) and extend the mission of the American Red Cross, through its services, to these partners. The Faith Based Coordinator will explore and build partner relationships that support and actualize the mission of the American Red Cross through FBOs.

Duties: The main activities of the Faith Based Coordinator are:

- In cooperation with management, oversee the region-wide coordination of proactive strategic partnership identification, prioritization, and outreach with partners of all faiths;
- Identify 30-70 FBOs and inter-faith councils to better PrepareLA+;
- Ensure that strategic relationships with FBOs are maximized to support relevant lines of service and levels of the organization;
- Quickly assess and communicate the roles of potential partner organizations and help develop a streamlined and flexible process to manage the execution of American Red Cross services with the partner;
- Recruit senior FBO leadership and manage relationships;
- Develop proposals to promote Red Cross services;
- Provide ongoing follow-up with FBO partners;
- Other duties as assigned.

Requirements:

- Four year college degree preferred, not required;
- Current senior FBO leadership strongly preferred;
- 3-5 years of experience in project management, human resources or related experience with superior written and verbal communications skills;
- Operational flexibility is required to meet sudden, unpredictable business needs including evenings and weekends; business travel may be required on short notice;
- An understanding of the roles and services provided by Faith Based organizations;
- Good reporting skills required.

Reports to: Director, PrepareLA+