

SCHOLARS IN SERVICE – JOB DESCRIPTION

Sierra Meadows Foundation *(DBA Birdie Lou Counseling Center)*

Sierra Meadows Foundation was first formed in 2019 with the goal of reaching underserved members of our community who would benefit from high quality mental health care. In 2021, the Sierra Meadows Foundation opened its first counseling center, the Birdie Lou Counseling Center.

Birdie Lou Counseling Center provides free counseling services to those with mild to moderate mental health concerns. Our treatment providers are primarily therapists-in-training, who are closely supervised by our team of licensed clinical supervisors. Utilizing this model allows us to provide services at no cost to the public, ensuring that we can reach populations in the community who would typically not be able to afford mental health services. Additionally, we prioritize those without insurance so that we are providing access to services to those who would not traditionally be able to access care at all.

www.sierrameadowsfoundation.org

Our team is composed of compassionate & hard-working staff and volunteers who are committed to making a difference in our community.

Job Title: Outreach & Development Coordinator

Number of Openings: 1

About the Role

The Outreach & Development Coordinator owns Sierra Meadows Foundation's presence in the community and the relationships that fuel our growth. This is a business development role at heart: you will be responsible for finding, building, and sustaining the connections — with donors, community partners, and the public — that allow us to expand access to free mental health care.

This role is built for someone who takes ownership. You'll start by learning our organization, mission, and services inside and out, and then you'll be expected to take initiative from there: identifying where to focus your time, building your own outreach and fundraising workflows, and proactively seeking out the grants, donor events, and community partnerships that will help secure our long-term funding. We won't hand you a script — we're looking for someone who will help write it.

What You'll Do

Business Development & Funding

- Proactively research and identify new grant opportunities, donor prospects, and community partnerships that align with our mission.
- Build relationships with potential donors, community partners, and local organizations that can help us grow our funding base.
- Organize and lead fundraising activities and events from concept through execution.
- Keep the Program Manager and Administrative Director informed of community opportunities, potential donors, and grant prospects as you identify them.

Community & Public-Facing Outreach

- Represent Sierra Meadows Foundation and Birdie Lou Counseling Center in the community, building awareness of our mission and services.
- Confidently speak in front of audiences ranging from 1 to 100 people, representing the organization at events, tabling opportunities, and community gatherings.
- Identify and coordinate logistics for tabling events, including communicating what materials, supplies, and support are needed.
- Compile and coordinate social media content, graphics, and flyers that communicate our services and impact to the public.

Ownership & Self-Direction

- Develop and continually refine your own workflows and systems for managing outreach, donor relationships, and event planning — you decide where to start and how to structure your time.
- Bring a self-starter mentality to identifying new opportunities rather than waiting for direction.
- Stay organized and accountable to your own pipeline of leads, events, and follow-ups.

What We're Looking For

- An outgoing self-starter who is comfortable building relationships and speaking publicly.
- Highly organized, with the follow-through to keep leadership in the loop on opportunities you uncover.
- A proactive problem-solver who is energized by figuring out where the opportunities are, not just executing a pre-set plan.
- Someone who genuinely enjoys building community — our team loves to laugh, and we're looking for a like-minded person.
- Marketing coursework or experience preferred.
- English/Spanish bilingual proficiency preferred.

Schedule

This position requires Monday–Friday availability during normal business hours, with flexibility on the precise schedule.