



Job Title: External Affairs Officer

The External Affairs Officer (EAO) is a full-time position designed to represent the organization's work and interests in relation with the community in the Inland Empire region of California, establish and build long-term partnerships that advance our mission and vision. This is a new position that is centered around marketing, communication, networking and building support. It provides the opportunity to be creative and design the role and establish relationships that can have enormous impact on the Inland Empire region of California. This is a rare opportunity for the right person who has only dreamed of having a job like this.

This position reports to the Chief Executive Officer and works closely with the Chairperson of the Board of Directors. The staff works as a team, and everyone is expected to support each other and the role each member plays.

As Covid retreats, the person in this position will need to be present in the Inland Empire for in-person meetings, conferences, staff meetings.

Caravanserai Project (CP) is a hybrid social impact venture founded in 2016 whose goal is to identify, mobilize and energize mission-driven leaders and organizations, for profit and nonprofit alike. We support their entrepreneurial journeys of building sustainable, relevant, future-ready and system-change strategies. Our work focuses on the development and implementation of accountability systems, supplying specialized skills and futures-thinking strategies and bringing together networks of individuals to help their ideas flourish, accelerate and change the world. In 2018, CP established SEED Lab Pre-accelerator for mission-driven start-ups in the Inland Empire region of California. Over the past 3 years, CP has developed a variety of programs to advance the work of mission-driven organizations and leaders through webinars, workshops, trainings, consulting and networking as part of a wider regional strategy. We are striving to strengthen local organizations, provide jet fuel to social impact leaders and weave a stronger fabric of mission-based work in the region. Please review the CP website for additional information www.caravanseraiproject.org.

The Role:

The role of the External Affairs Officer combines both soft and explicit behavior and skills.

- The EAO must aspire to have an impact and create positive change in the Inland Empire region of California and represent the values and mission of Caravanserai Project.
- They must be dedicated to: positioning CP as an active and respected participant in the community; creating a community of belonging and support; and increasing CP's visibility and influence in the region and beyond.
- They must show respect, compassion, and appreciation of the diversity of every individual and community and advance a culture of support for others.

The Ideal Candidate



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- Is self-motivated, eloquent, well-organized, empathetic, with exceptional skills in time management and prioritization, and strong interpersonal and communication skills.
- Excels at relationship building, is comfortable dealing with people of diverse backgrounds and experiences and seeks out common ground.
- Brings their own ideas to work and has a reputation for initiating and following-through.
- Is a perpetual learner and excited to experiment with new tools, processes, formats, methods, and ideas.
- Takes initiative, can work quickly and deftly to understand what the current moment or situation needs, and is able to respond accordingly.
- Is willing to take on any task that might help take one of our projects further.

Responsibilities:

- Marketing and communication programs
- Alumni relations (connections, communication, events)
- Outreach towards hard-to-reach communities and leaders
- Networking in the community, building relationships, and leveraging partnerships
- Grant writing and support of development team
- Assists in bringing new clients to the programs of CP
- Participate as part of the management team and overall wellbeing of CP

Experience:

Demonstrate current and recent experience in:

- Developing and leveraging partnerships
- Resource development and grant writing
- Communication and marketing
- Commitment to a stronger Inland Empire
- Spanish language represents an advantage

Requirements:

- Bachelor's degree in a relevant sector and 2-5 years of experience in related areas
- Knowledge and experience in program/product management
- Ability to use online tools and communication

Benefits:

Paid Vacation

Health

Salary: \$45,000 - \$60,000

Compensation will be commensurate with experience.

How to apply:

Use the following link - <https://caravanseraiproject.org/careers/external-affairs-officer/>



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Only complete applications will be considered: (1) resume, (2) a cover letter describing one or more large projects the applicant managed and explaining the interest in this position and (3) three references.

If you have any questions, please contact us at contact@caravanseraiproject.org. In the subject line, please state “Career Opportunities.”

Every application will be reviewed and considered. Only selected applicants will be contacted for interviews.

Caravanserai Project is an equal opportunity employer and makes employment decisions on basis of merit. The organization prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.