

## OUTREACH DIRECTOR

OpenSky Policy Institute seeks an **Outreach Director** to deepen public awareness of our work and mission. To do this, the Outreach Director will identify and develop relationships with community organizations and key leaders, will organize and attend meetings, and will present to various groups across the state. The Outreach Director also will assist with OpenSky's development efforts. The ideal candidate will be a strong communicator and have exceptional interpersonal skills.

### **About Us**

OpenSky is a nonpartisan think tank that provides independent research and analysis of state fiscal and economic policy issues in Nebraska. OpenSky's mission is to improve opportunities for every Nebraskan by providing impartial and precise research, analysis, education and leadership. We embrace an "all hands on deck" work environment where collaboration is not just encouraged, but is critical to success.

### **Minimum Requirements:**

- Three years of outreach or communications experience
- Experience managing advocacy, electoral or communications campaigns, or running coalition efforts
- Proficiency with MS Word, Excel, Power Point, website management tools, and online networking tools a plus
- Willingness and ability to travel throughout Nebraska

### **The successful candidate will have:**

- Excellent organizational skills and proven ability to work independently and collaboratively
- Excellent communication skills, including public speaking
- Exceptional interpersonal skills

### **Key responsibilities:**

Build awareness of OpenSky Policy Institute's work across the state among business and community leaders

- Work collaboratively with the OpenSky leadership team to develop a strategic outreach plan
- Expand partnerships by forming relationships with broad, diverse constituencies
- Assist with legislative candidate and policymaker meetings
- Coordinate our policy symposiums, budget briefings, trips across the state and presentations for various groups and organizations

- Present to non-profit organizations, business leaders and policymakers, and others on state budget developments
- Work to strengthen and extend ties with other organizations in order to improve and widen the understanding of OpenSky's research on fiscal and economic issues, as they impact the lives of Nebraskans
- Develop and maintain relationships with elected officials and staff, opinion leaders, and stakeholders

Support OpenSky's fundraising efforts

- Maintain our donor database and arrange meetings with current and potential OpenSky supporters
- Assist with donor mailings
- Help plan fundraising events

**REPORTS TO:** Executive Director

**BASED IN:** Lincoln, NE

**TRAVEL:** Regular travel is required

**SALARY and BENEFITS:** Salary is commensurate with experience, education, and ability. OpenSky also provides generous benefits including health care, vacation, and a retirement plan.

**TO APPLY:** Send cover letter, resume, and recent salary history to Shailana Dunn-Wall at [sdunnwall@openskypolicy.org](mailto:sdunnwall@openskypolicy.org) with a subject line of: "Outreach Director Position" by December 17, 2015.

*OpenSky Policy Institute is a 501(c)(3) non-profit organization. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*