

Job Title: Director of Outreach

Organization: Skeleton Crew Adventures 501(c)3

Location: Houston, TX (HQ)

Position Type: Volunteer

Reports To: Executive Director

About Skeleton Crew Adventures:

Skeleton Crew Adventures is a non-profit organization dedicated to providing veterans and first responders, living with Post Traumatic Stress, the opportunity to heal at sea using research-driven methods of learning to live with trauma through adventure therapy (AT).

Position Summary:

The Director of Outreach is a key leadership role responsible for developing and implementing strategies to support and empower veterans, first responders and their families. This position plays a vital role in fulfilling the mission of Skeleton Crew Adventures by creating and maintaining strong connections with the veteran community, the first responder community, partner organizations, and government agencies.

Key Responsibilities:

1. Veteran Outreach and Engagement:

- Develop and implement a comprehensive outreach strategy to connect with veterans, first responders and their families.
- Build and maintain relationships with veteran service organizations, government agencies, and community partners to communicate our mission and our capabilities.
- Act as a liaison between veterans and first responders and Skeleton Crew Adventures, providing information and assistance.

2. Resource Navigation and Support:

- Provide guidance and support to veterans and first responders in accessing our multitude of programs.
- Assist veterans in navigating bureaucratic systems and processes.
- Advocate on behalf of veterans to ensure they receive the support they deserve.

3. Community Education and Awareness:

- Organize and participate in community events, workshops, and seminars to raise awareness about veterans' and first responders' issues.
- Develop and distribute educational materials on veterans' rights and available resources.
- Represent the organization at veteran-related conferences and meetings.

4. Data Collection and Reporting:

- Maintain accurate records of veteran and first responder interactions, needs assessments, and program outcomes.
- Prepare regular reports for the Executive Director and board of directors on outreach efforts and program impact.

5. Fundraising and Grants:

- Collaborate with the fundraising team to identify and pursue funding opportunities for veteran programs.
- Assist in grant writing and reporting related to veteran initiatives.

Qualifications:

- 3+ years of experience in veteran outreach, social services, or a related field.
- Strong knowledge of veteran benefits, resources, and government programs.
- Excellent communication and interpersonal skills.
- Ability to build trust and rapport with veterans and their families.
- Knowledge of nonprofit management and grant writing is a plus.
- Military or First Responder experience is preferred but not mandatory.

How to Apply:

Interested candidates are invited to submit their resume, cover letter, and references to samantha@skeletoncrewadventures.org

Skeleton Crew Adventures is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences who share our commitment to supporting veterans and their families.