



Title: Community Outreach Manager

Reporting Relationship: Executive Director

Status: Part-time, Hourly, Non-exempt, Temporary (grant-funded through at least 2026) with the goal to be permanent

Option for full-time if combined with the Crisis Boarding Manager position

Location: Where needed for events, outreach, and research in Chesapeake, Portsmouth, and Norfolk, VA
1149 New Mill Drive, Chesapeake, VA 23322 (office)

Summary

The Chesapeake Humane Society seeks a dedicated individual to fill the Community Outreach Manager role for our upcoming mobile veterinary care initiative in Chesapeake, Portsmouth and Norfolk, VA. This grant-funded position will involve engaging with various organizations and individuals in the community to promote our services and gather valuable research data. The ideal candidate will be nonjudgmental and adept at using a trauma-informed approach when interacting with clients and community members.

Duties and Responsibilities

Grant Management

- Oversee and manage outreach grants, including but not limited to, PetSmart Charities grant, Chesapeake THRIVES grant, and the Norfolk PICC grant. Grant management includes carrying out the work in the community, tracking and reporting data, and collecting stories of how the community was helped
- Assist with budget planning for the outreach grants; monitor revenue and expenses throughout the year, providing timely reports
- Contribute to social media content, website content (calendar and blog), e-blasts, and newsletters as appropriate
- Track metrics for compilation in CHS board reports; evaluate and report on productivity, spending, and mission fulfillment

-

Outreach Responsibilities

- Conduct research on community needs and resources related to veterinary care in Portsmouth and Norfolk, VA
- Build and maintain relationships with local organizations and individuals to facilitate collaboration and outreach efforts
- Develop outreach strategies to promote awareness of our mobile veterinary services and increase community engagement
- Provide support and resources to individuals in a compassionate and trauma-informed manner

Other Duties

- Attend collaborative community meetings and work as an ambassador of CHS within the

community

- Work closely with our Hampton Roads sister shelters to further our collective missions
- Engage visitors in non-confrontational, educational conversations regarding animal care, surrender, sheltering policies, etc.
- Work cooperatively with all staff and volunteers to promote the CHS mission
- Uphold and embrace CHS's Workplace Culture Agreement in all aspects of work
- Participate in leadership team meetings
- Provide monthly board reports and attend board meetings as requested
- Perform other duties as necessary

Working Relationships and Direct Reports

The Community Outreach Manager is part of the Leadership Team at CHS. The Leadership team consists of the Executive Director, Development Director, Medical Director, Clinic Manager, Shelter Manager, Crisis Boarding Manager, and Community Outreach Manager.

It is essential that the Leadership Team works collaboratively to ensure our mission and goals are carried out effectively and efficiently.

Leadership Working Relationships, including but not limited to:

- Work in collaboration with the Executive Director for program goals, budgeting, reports, and team meetings
- Work in collaboration with the Executive Director to ensure CHS's programs and policies are inclusive and progressive with industry trends, as appropriate for our organization
- Work in collaboration with the Executive Director to manage relations with human services partner organizations
- Work in collaboration with the Development Director to create educational materials, promotions and advertisements, and updated website content related to the outreach grants, using CHS branding guidelines
- Work in collaboration with the Development Director to ensure Crisis Boarding/Outreach grants are appropriate for our programs and awarded grants are fulfilled and properly reported
- Work in collaboration with Development Director to get success stories for grants, newsletters, appeals, and social media

Direct Reports, including but not limited to:

- No direct reports at this time but may include a Community Outreach Coordinator later in 2025

Skills and Educational Requirements

- High school diploma or GED required. Bachelor's Degree or other relevant training preferred
- One to three years experience (work experience or education) in social work or related human services field is preferred
- One to three years experience managing nonprofit grants preferred
- Strong public speaking skills and comfort with media appearances are required
- Confidence using computer systems and learning new software
- Strong interpersonal skills, including the ability to communicate with and relate to people of all age groups across a wide spectrum of the community
- Strong written and oral communication skills
- Excellent attention to detail and ability to multitask

- Demonstrated passion for CHS' mission
- Ability to express organizational standpoints when serving as a CHS representative
- Ability to discuss euthanasia, open-admission sheltering, and surrender of pets in a non-judgmental, non-confrontational, fact-based manner
- Ability to handle confidential or sensitive information with discretion
- Ability to function well independently and as a team member
- All-hands-on-deck attitude, willing to pitch in where needed

Physical and Time Demands

- Flexible working hours may including evenings and weekends - regular schedule except around events and certain campaigns
- Ability to work in a fast-paced setting with distractions
- Ability to work remotely
- Ability to work in the presence of animals, wildlife, strong odors, and cleaning solutions
- Ability to stand, walk, bend, and lift and carry materials up to 40 lbs
- Ability to handle stress
- Valid driver's license, clean driving record, and reliable personal transportation
- Ability and willingness to drive the CHS transport van (Dodge Sprinter)
-

Salary and Benefits

- \$20 - \$25/hour, depending on experience
- Medical, Dental, and Vision Insurance (full-time)
- Access to mental health resources (Insight Timer app, Compassion Fatigue training, and Trauma-Informed Care training)
- Paid Holidays (full-time)
- Personal Time-off
- Flexible work schedule
- Remote work opportunities (for a portion of work, in-office required ~80% of the time)
- Simple IRA Plan with organization match
- Professional development and continuing education opportunities
- Bring your pet to work policy
- Discounted clinic services and adoption fees
- Discounted retail items, pet prescriptions, and prescription foods

To apply, submit a cover letter and resume to Director@chesapeakehumane.org. Please include the position title in the subject line.