



Job Title: Community Outreach Lead

Reports To: Executive Director

Status: Full-Time, Exempt

Location: Cleveland, OH

Position Overview

The Community Outreach Lead is responsible for expanding the reach and impact of the Cleveland Kids' Book Bank (KBB) through proactive engagement with community organizations, schools, businesses, and civic groups. This role focuses on identifying and cultivating new partnership opportunities ("new business") that support book distribution, volunteer engagement, and awareness of KBB's mission. Working closely with the Executive Director and Director of Operations, the Community Outreach Lead plays a key role in driving strategic growth and ensuring KBB remains a visible, valued community resource.

Key Responsibilities:

Outreach & Relationship Development (50%)

- Identify and cultivate new community partners, school contacts, and civic groups for book acquisition, book distribution, and volunteer engagement.
- Represent KBB at community events, coalition meetings, and public forums to build relationships and raise visibility.
- Establish and maintain outreach pipelines that align with organizational equity goals and target underrepresented areas or populations.

Program & Event Coordination (20%)

- Coordinate off-site book giveaways and outreach events in collaboration with staff, volunteers, and community hosts.
- Support the planning and execution of special initiatives and campaigns.
- Assist with the development of internal and external events in collaboration with partners.



Volunteer Engagement Support (15%)

- Work closely with the Volunteer Manager to recruit group and corporate volunteers through outreach efforts.
- Collaborate on external volunteer partnerships and ensure groups have meaningful, mission-aligned experiences.
- Represent KBB to volunteer prospects and support event logistics as needed.
- Attend identified events and activities in the absence of volunteers.

Communications & Data (10%)

- Maintain accurate records of outreach efforts and partnership engagement in CRM or tracking systems.
- Provide stories, photos, and data from community engagements to the Communications Manager.
- Support grant writing and reporting by supplying outreach-related impact metrics and narratives.

Organizational Collaboration (5%)

- Work closely with the Director of Operations to ensure new partners are effectively onboarded and sustained.
- Participate in internal planning, team meetings, and cross-functional strategy development.

Qualifications

- 3–5 years of experience in community outreach, nonprofit engagement, or external relations.
- Proven success in developing partnerships or cultivating new organizational relationships.



- Passion for literacy, education equity, and community empowerment.
- Strong public speaking, writing, and interpersonal communication skills.
- Comfort working with diverse populations and across sectors.
- Ability to work some evenings and weekends to attend or support events.
- Bilingual or multilingual skills are a plus.

Compensation & Benefits

- Competitive Salary.
- Benefits include health insurance, paid time off, professional development, and a mission-driven team culture.

About the Cleveland Kids' Book Bank

The Cleveland Kids' Book Bank is a Cleveland-based nonprofit organization that provides free books to children. Since its inception, the Kids' Book Bank has distributed five million books to children in underserved communities, working to foster a lifelong love of reading and learning.

To apply, send cover letter and resume to hr@kidsbookbank.org.