

Title: Director, Outreach

1. **Committee basic information and mission:** The Outreach committee seeks to make a lasting, positive impact on the CRE industry and in the local Baltimore community. The committee executes annual events supporting CREW's UCREW, CREW Careers, and industry research initiatives. UCREW is focused on introducing college aged women to careers in CRE and providing networking fundamentals and relationship building opportunities. CREW Careers is focused on showcasing the many career options available to high school aged girls. The committee has current partnerships with local universities, including Morgan State. The committee also supports its local philanthropy partner, My Sister's Place, through days of service and coordinating drives. The committee meets every second Thursday at 8:30 a.m.
2. **Expectations/summary of role:** The Director, Outreach is responsible for supporting the committee chair and strategizing to strengthen existing programs and ensure initiatives align with the strategic plan.
3. **Duties/responsibilities:**
 - a. Ensure annual initiatives align with strategic plan.
 - b. Strategize to strengthen existing programs and processes and develop new programs, processes, and partnerships.
 - c. Support committee chair in executing all annual initiatives.
 - d. Develop annual Outreach budget with committee chair.
 - e. Attend and participate in monthly committee meetings.
 - f. Compile and submit timely Outreach section of monthly board report.
 - g. Attend and participate in monthly board meetings and finance committee meetings.
 - h. Facilitate coordination with other board members and committees.
 - i. Serve as Chapter Champion: attend monthly calls with regional chapters and communicate information to board and committee.
 - j. Ensure that annual Chapter Challenge is met.
4. **Qualifications/skills needed/desired:**
 - a. Strategic
 - b. Proactive
 - c. Leadership acumen
 - d. Effective communicator
 - e. Committed to furthering CREW's programs: UCREW, CREW Careers, industry research, and passionate about committee's initiatives