



# UNIVERSITY OF TORONTO

## FACULTY OF DENTISTRY

### The Faculty of Dentistry Alumni Association Board of Directors Board Position

Position Title: [Outreach Coordinator](#)

#### I. [Overview](#)

The Outreach Coordinator will support the FDAA Board of Directors in maintaining outreach activities and efforts with alumni of the University of Toronto Faculty of Dentistry. This person is a self-motivated, enthusiastic individual with experience in and passion for connecting and engaging members of the Faculty's alumni community. This person will develop and implement initiatives that increase the Faculty's visibility.

#### II. [Responsibilities](#)

- Assist in the organization of special events, including appreciation events and other alumni engagement initiatives
- Maintain a calendar of outreach activities, including community events, workshops, appearances and other communication opportunities
- Nurture new and old relationships with collaborative partners and alumni
- Schedule regular outreach activities
- Attends board meetings and/or related meetings
- Remains informed about committee matters, prepares for meetings, and reviews and comments on minutes and reports
- Directly support activities amongst alumni and the FDAA

#### III. [Competencies](#)

- Experience dealing with the issues and challenges facing volunteer organizations
- Demonstrated ability to work as a volunteer in a collaborative environment
- Ability to recognize and support diversity within the community, the Faculty, and the FDAA
- Experience with stakeholder relations and enhancement of brand image
- Ability to promote the Faculty's mission and attract support for the Faculty
- Has in-depth knowledge of the dental sector and industry experience

#### IV. [Required Skills](#)

- Advocacy
- Strategic thinking
- Leadership
- Volunteer management
- Community outreach
- Written and oral communication

#### V. [Additional Information](#)

There are no supervisory requirements for this position.

Board Members are expected to have a close working relationship with the professional staff of the Faculty of Dentistry's Advancement Office and/or various other associations or groups within the Faculty.