

Education & Outreach Manager

Dementia Alliance of North Carolina

Location: North Carolina (statewide travel required)

Reports to: Executive Director

Salary range: \$50,000–\$60,000 (commensurate with experience)

About Dementia Alliance of North Carolina

Dementia Alliance of North Carolina believes everyone impacted by dementia deserves support, dignity, and hope—until there is a world without dementia. Serving more than 210,500 people across our state, we are committed to building a culture of care that meets families where they are.

As North Carolina's trusted resource for dementia education, support, and navigation, 100% of donated funds remain in North Carolina to directly benefit individuals and caregivers. Through strong partnerships, practical education, and compassionate support, we walk alongside families every day.

We are a collaborative, mission-driven team focused on helping caregivers better understand dementia and connect with meaningful support.

Position Overview

The Education & Outreach Manager supports statewide efforts to strengthen understanding of dementia and increase access to caregiver resources. This outward-facing role focuses on delivering education, listening to community needs, and building practical partnerships across North Carolina.

Reporting to the Executive Director, this role serves as a primary educator and community representative. The position centers on implementation and collaboration with internal program staff.

Core responsibilities include conducting needs assessments, delivering education to diverse audiences, building community relationships, coordinating available resources responsibly, and tracking education outcomes.

This role is based in North Carolina and requires regular statewide travel, including occasional evenings or weekends for community events.

Key Responsibilities

Needs Assessment & Educational Planning

- Conduct community and partner needs assessments to determine training needs, appropriate partners, and timing
- Work closely with Dementia Navigators to identify caregiver concerns and frequently asked questions
- Work closely with My Music NC Program Director to determine education needs
- Translate identified needs into relevant education offerings
- Match training needs with available organizational resources
- Coordinate resources responsibly and practice strong stewardship
- Balance immediate requests with broader statewide education needs

Education Delivery & Facilitation

- Deliver dementia education statewide through workshops, professional trainings, conferences, and online platforms
- Adapt content and facilitation style to varied audiences
- Integrate information about Dementia Alliance programs and caregiver resources into presentations
- Help caregivers apply learning to real-life situations
- Represent the organization as a knowledgeable and compassionate educator

Community Engagement & Partnership Development

- Serve as a visible representative of Dementia Alliance across North Carolina
- Participate in community events and partner initiatives
- Build and maintain relationships with nonprofit, healthcare, faith-based, and community partners
- Identify opportunities to expand education access
- Share relevant community insights with leadership
- Represent the organization on external boards or committees as appropriate

Cross-Team Collaboration & Lead Generation

- Generate and track contacts and partnership opportunities through outreach efforts
- Share relevant leads with the Development Director
- Collaborate with Marketing to promote activities and contribute content
- Support consistent, mission-aligned messaging

Data Tracking & Reporting

- Track education activity, including events, attendance, audience types, and geographic reach
- Monitor referrals to Dementia Alliance programs and services

- Track outreach-generated partnership and fundraising leads
- Provide timely reports to support program improvement and grant requirements

Who We're Looking For

This role requires a confident educator who listens carefully to communities and translates what families are asking for into practical education.

You are:

- Knowledgeable about dementia and caregiving
- Comfortable presenting to diverse audiences
- Skilled at facilitating conversations about caregiving challenges
- Thoughtful about coordinating resources responsibly
- Able to balance big-picture needs with day-to-day details
- Skilled at building trust with community partners
- Organized and dependable
- Skilled in adult learning and experiential delivery
- Comfortable traveling statewide
- Dementia Alliance of North Carolina is an equal opportunity employer and encourages candidates from diverse backgrounds to apply

You understand that strong education helps caregivers feel informed, prepared, and supported.

Required Qualifications

- Strong knowledge of dementia and dementia caregiving
- Experience delivering education, training, or public presentations
- Strong public speaking and facilitation skills
- Experience contributing to or conducting needs assessments
- Ability to build and maintain community relationships
- Willingness and ability to travel statewide

Education

- Bachelor's degree required
- Master's degree a plus

Preferred Qualifications

- Bilingual proficiency
- Professional background in dementia care, aging services, healthcare, education, public health, or related field
- Experience delivering virtual and/or hybrid education

Work Location

This position is initially based in our Raleigh office. The selected candidate is expected to work in-office at least three days per week during the first three months of employment. After that period, a hybrid schedule may be arranged, with in-office time determined in collaboration with the supervisor.

Why This Role Matters

The Education & Outreach Manager strengthens understanding of dementia and helps individuals and communities adapt to it. This role equips caregivers with practical tools they can apply in complex, real-life situations.

By listening to families, working with Dementia Navigators to identify emerging needs, and delivering responsive education statewide, this role helps ensure caregivers know help exists — and know what to do next. Thoughtful coordination of resources and community partnerships supports the organization’s ongoing impact across North Carolina.

Benefits

Dementia Alliance of North Carolina offers a competitive benefits package, including:

- 80% employer-paid health insurance
 - 20% employer-paid dental and vision coverage
 - Life insurance
 - 401(k) with matching after the first year of employment
 - Paid holidays, vacation, and sick leave
 - Professional development support
 - Mileage reimbursement
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Ready to Apply?

To apply, email the following documents to Jobs@DementiaNC.org.

Applications will be reviewed starting **Mar 27, 2026**

- Cover letter (no more than 1 page)
- Resume (no more than 2 pages)
- List of two or more professional references
- Please submit a 5-minute recording of a mini-training on a dementia-related topic for a community-based audience, in the format of your choice.

Incomplete applications will not be considered.

Please use the subject line “**Education and Outreach Manager**” in your email.

No calls, please.