

VACANCY NOTICE

CHILD & ADOLESCENT BEHAVIORAL HEALTH

Position Available: Assistant Fund Development & Events Planner

Job Requirements:

- Assist in planning of all internal and external special events.
- Support and administer the execution of event-related strategic plans and activities, as well as work with Mission Advancement (MA) Director to establish policies, procedures and event standards.
- Work with MA Director to establish event schedules, timelines and priorities.
- Work with Community Engagement Task Force to coordinate coverage of outreach opportunities, and manage table top displays and promotional item distribution.
- Manage event estimates, contracts and reservations for all internal and external events.
- Serve as liaison between C&A and event vendors.
- Coordinate event/meeting needs with other departments as appropriate (i.e. set up needs, catering, security, A/V, housekeeping, tear down, etc.).
- Work with MA Director to provide direct oversight for all events set up – coordination of staff, materials, vendors, sequence, logistics, etc., and assist as needed.
- Assist with training of volunteers for annual fundraiser and all other necessary events.
- Conduct market research, gather information and negotiate contracts prior to selecting vendors.
- Propose ideas to improve provided services and event quality.
- Conduct pre- and post- event evaluations and report outcomes.
- Secure donations, gift certificates, and raffle items for fundraisers and various needs of agency programs.
- Identify and create new events to help raise C&A's profile within the community, and create strategies to increase attendance at events.
- Ensure that all check requests have been submitted by dates of all events.
- Compile all paperwork for Committee Chairs and assemble "Chair Binders".
- Keep department binders timely and bring relevant information to MA meetings.
- Record and distribute all minutes from fundraising meetings.
- Assist with scheduling agency tours, Brown Bag luncheons, and Ad Hoc committee meetings.
- Cultivate relationships with business contacts, friends, and agency supporters.
- Assist with grant research and drafting of agency grant applications.
- Meet once a week or as needed with Director of Advancement.
- Attend trainings on fundraising, special events, and development.
- Provides additional support for the MA team as needed and only approved by MA director and/or CEO.
- Performs other duties as assigned by Director of Advancement.
- Other duties may include: site visits, collaborating with other departments on internal events, inputting data into CRM, managing all equipment inventory, working with the marketing coordinator on various tasks.
- All duties performed under supervision of Director of Advancement.

Qualifications: (General)

- High school diploma, college degree preferred.
- Must possess exceptional word processing skills, Microsoft Office suite experience, good organizational skills, excellent communication skills, and data entry skills.
- Position is part-time up to 29 hours per week. This individual must be willing to work flexible hours – in the evenings and on weekends – if the need arises. This will be known and scheduled in advance.
- Candidate will interface with donors and foundation staff, and must be able to relate to them in a positive and professional manner.
- Must have excellent phone skills.
- Must be able to lift a minimum of 50 pounds.
- Individuals with events, marketing, and customer service experience preferred.

We are listed by Zippia as number 5 of the top 20 places to work for in Canton.

Hours: Part time up to 29 hours per week

Send resume/apply by: January 12, 2019

Submit to: HR Dept.

919 Second St NE

Canton, OH 44704

Email: Careers@childandadolescent.org

Website: www.childandadolescent.org

Questions to: Melissa Coultas, Mission Advancement Director @ 330-454-7917 ext. 117

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