

Job Opportunity

Child & Adolescent Behavioral Health



Position: Development Coordinator

Overview

Now more than ever, mental and behavioral health care for kids is needed in our community. Child & Adolescent Behavioral Health is looking to meet the growing demands by hiring a full-time Development Coordinator.

As a member of our team, you will help children, youth and families successfully meet life's challenges by offering the support they need. We are a collaborative network of child therapists, psychiatrists, PMHNPs, case managers, school staff, community partners and other mental health professionals working toward a common goal. Together, we provide a positive environment for kids and their families to find health, hope, and happiness.

We are looking for enthusiastic individuals to join one of the most innovative therapeutic mental health programs in Stark County. C&A is recognized by Zippia and The Cleveland Plain Dealer/cleveland.com as a Top Workplace in Stark County. We offer a compassionate, supportive, accountable work environment to help you grow your career, along with a comprehensive benefits package that includes generous and affordable medical, dental, life insurance, retirement, and paid time off.

Job Descriptions/Duties

- Planning and implementation of all internal and external special events, specifically the annual fundraiser.
- Support the execution of event-related strategic plans and activities, as well as work with the Mission Advancement Director to establish policies, procedures and event standards.
- Work with the Mission Advancement Director to establish event schedules, timelines, and priorities.
- Learn and update Event Management Software in a timely manner.
- Establish a strong working level of comfort with Event Management Software for Annual Event- inputting donations, sponsorships, guests, attendees, bidders, using online bidding night of, understanding and running check out process, etc.
- Work with Marketing Coordinator to coordinate coverage of outreach opportunities, and manage tabletop displays and promotional item distribution.
- Manage event estimates, contracts, and reservations for all internal and external events.
- Serve as a liaison between C&A and event vendors and order necessary supplies for MA department events and marketing campaigns.

- Conduct market research, gather information and negotiate contracts prior to selecting vendors.
- Propose ideas to improve provided services and event quality and 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 and other financial documents submitted in a timely manner.
- Prepare Chair and the Mission Advancement Director for fundraising meetings as well as record and distribute all minutes from fundraising meetings.
- Cultivate relationships with business contacts, friends, and agency supporters.
- Assist with sponsorship research and drafting of agency sponsorship applications when necessary.
- Attend trainings on fundraising, software updates, special events, and development.
- Performs other duties as assigned by the Mission Advancement Director and performed under the supervision of the Mission Advancement Director.
- Develop other means for recognizing the importance of donors.
- Develop a planned-giving program at a level appropriate for C&A.
- Network extensively in the nonprofit, foundation, and business community.
- Promote the Mission and Vision of C&A.
- Counsel administrative staff on development issues and the impact of decisions on the organization's various publics.
- Participate in seminars and other activities directed at improving knowledge and skill in the area of fundraising.
- Implement strategic goal of increasing the endowment fund.
- Demonstrate sensitivity and consideration for the cultural differences among the children and families served by C&A.
- Perform such other duties as assigned by the Board of Directors and the CEO.

Qualifications

- Minimum of an Associate's degree required.
- Bachelor's degree in journalism, communications, graphic design, or related field preferred.
- Experience in successful grant writing, from idea generation to award of grant.
- Excellent written and oral communication skills.
- The ability to manage multiple projects simultaneously.
- Supervisory experience.
- Must possess exceptional word processing skills, Microsoft Office suite experience, excellent organizational skills, outstanding communication skills and data entry skills.
- The position is full-time, and the individual must be willing to work flexible hours-in the evenings and on weekends- if the need arises. This will be scheduled in advance.

- Candidate will interface with donors, foundation staff, and must be able to relate to them in a positive and professional manner.
- Must have excellent phone skills and be willing to call and request items or funding for the agency.
- Must be able to lift a minimum of 50 pounds.
- Must have reliable transportation.

Why Child & Adolescent Behavioral Health

At Child & Adolescent Behavioral Health, we are here for you, so you can be there for them. We provide a supportive environment for our clinical therapists to grow and lead in their careers, and in turn, you bring unmatched compassionate care and expertise. We have been recognized as one of the Top 10 Best Companies to work for in Stark County, because we strive to take care of our team at work and at home.

Recognition and Awards

Child & Adolescent Behavioral Health has been recognized and ranked on three Zippia lists:

- Best Non-Profit Companies to Work for in Ohio
- Best Companies to Work for in Canton, Ohio
- 2022 and 2023 Top Workplace for Non-Profits in Northeastern Ohio by Cleveland Plain Dealer/cleveland.com
- Canton Regional Chamber of Commerce Community Salute Award - 2018 Award of Appreciation

Location

We have four locations in Stark County including downtown Canton, Belden Village, Alliance, and Plain Township.

Salary Range/Compensation: Based upon experience.

Hours: Full-time position. Monday – Friday 8:00 AM- 5:00 PM

Location: This position is at the Canton/ShIPLEY office

Send resume/apply to: recruiting@childandadolescent.org

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