



# Job Opportunity

## Child & Adolescent Behavioral Health

### CHIEF ADVANCEMENT OFFICER

#### 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 full-time Chief Advancement Officer.

As a member of our team, you will help children, youth and families successfully meet life's challenges by offering the emotional and behavioral health 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. 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.

#### QUALIFICATIONS

- Bachelor's degree in journalism, communications, graphic design, or related field.
- 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.

#### RESPONSIBILITIES

- I. Develop and execute an annual fundraising plan.
  - Develop and direct a strong plan for resource acquisition and supervise a Development Department that can effectively execute the plan.
- II. Conduct activities directed at improving the financial base of Child and Adolescent Behavioral Health.

- Coordinate the development and implementation of all direct mail activities; assist with writing the “ask” on direct mailings; oversee the timely mailing of all C&A fundraising materials (save the date cards, invitations, follow-up, etc.).
- Manage the grant proposal development and on-time submission process; gather information/ideas from staff for grant proposals, research all possible funding sources, coordinate input from staff, and write the grant proposal; manage follow-up reports to funders as needed; ensure all grant proposals, reports, and other documents are well-written, strategic, and submitted on schedule.
- Identify opportunities within the community to receive funds as a recipient beneficiary of special events.
- Provide support and guidance for special fundraising events being chaired by Board members or other volunteers.
- Monitor and improve systems to organize and track prospects and donors and to acknowledge receipts of gifts and pledges.
- Serve as principal thinker, creator, and implementer of new resource opportunities and relationships. Build upon key relationships to expand fundraising bases.
- 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.

### III. Conduct activities directed at marketing the agency to donors and the community.

- Coordinate development, publication, and mailing of newsletter and annual reports, brochures, etc.
- Coordinate the participation of other staff at career fairs, community displays and other locations where C&A can be promoted.
- Speak at community groups, including service clubs, employers for United Way campaign, etc. Coordinate presentations by other staff.
- Promote the mission and vision of C&A.
- Coordinate breakfast, luncheon, or dinner meetings as appropriate to promote relationships with donors, community businesses and organizations, and the Advisory Board of government officials.
- Issue news releases as appropriate to improve the community’s awareness of C&A and the services provided.
- Develop, update, and monitor feedback from all social media formats to including but not limited to LinkedIn, Facebook, Canton Chamber calendar, and website.

### IV. Supervise all activities of the Marketing Director & Events Planner and Coordinator; develop a volunteer program.

### V. Other Activities

- Serve on Chief Officer group as an agency leader.
- Act as staff liaison to the Executive and Development Committees.
- Attend meetings of the Association of Fundraising Professional and others designed to facilitate connections with the fundraising community.
- 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.

VI. Demonstrate sensitivity and consideration for the cultural differences among the children and families served by C&A.

VII. Perform such other duties as assigned by the Board of Directors and the CEO.

Salary Range: \$57,000-\$60,000

Hours: Full-time

Send resume to: [recruiting@childandadolescent.org](mailto:recruiting@childandadolescent.org) by May 20, 2022