



www.AdoptionNetwork.org
Special Projects Coordinator
Full-Time

Department: Fund Development
Supervisor: Director of Development and External Relations
FLSA Status: Non-exempt

Background of Organization

Adoption Network Cleveland recognizes adoption as a complex, lifelong and intergenerational journey for all those whose lives are touched by it. Founded in 1988, Adoption Network Cleveland provides programs and services to connect and empower all members of the adoption triad (adoptees, birthparents, and adoptive parents), youth in foster care, foster parents, siblings, and adoption professionals. Recognizing that a unified voice is a strong voice, Adoption Network Cleveland promotes community awareness and social change by advocating for progressive policies and openness in adoption practice, policy, and law.

Job Summary

The Special Projects Coordinator oversees the volunteer program and assists the Communications Manager with electronic communications, including social media.. The Special Projects Coordinator provides managerial support for the Executive Director and the Board of Directors including, but not limited to, managing the Executive Director's calendar, Board materials and communication, and planning and support for the annual Board Retreat and the annual meeting. The Special Projects Coordinator supports the efforts of the Board of Directors, its committees and staff.

Responsibilities

Volunteers

- Consults with staff members and committees to determine organizational volunteer needs.
- Recruits, screens, documents and manages volunteers, including student interns; recruits and assists in screening of mentors.
- Oversees orientation for volunteers.
- Serves as liaison between staff, committees, and volunteers.
- Organizes volunteer recognition and appreciation events.
- Maintains volunteer records including hours of service.

- Prepares communication to volunteers and about volunteers for e- and print newsletter and annual report.
- Tracks volunteer hours, needs, and utilization; prepares reports for dashboard and funders.
- Promotes and tracks membership among volunteers.

Electronic Communications

- Assists with the scheduling and delivery of electronic communications as directed by the Communications Manager, including (but not limited to):
 - Pipeline (monthly e-newsletter)
 - E-blasts for Events and Programs
 - Annual Campaign E-blasts
- Monitors and updates the website; ensures content is current and online registration is available for events as directed by the Communications Manager and the Development Specialist.
- Assists with the scheduling, uploading and delivery of social media content as directed by the Communications Manager

Managerial Support

- Manages and organizes the daily work and schedule of the Executive Director in a fast paced work environment, with regular interaction with Board Members, staff and community leaders. Assists other members of the ANC leadership team, the Board of Directors and other staff consistent with the priorities and procedures established by the Executive Director.
- Provides information about the organization's regulations and procedures to Board Members and staff as required.
- Prepares and maintains official records of all board meetings, Annual Meeting, proceedings and other internal and external meetings as requested.
- Assures all pertinent information is presented to the Executive Director on matters requiring executive decision.
- Participates on special project teams. May serve as a project leader to team. Lends support to managerial staff and Executive Director.
- Manages projects and identifies resources needed to complete the project and prepare status reports as requested.
- Maintains confidential files and correspondence for the Executive Director, makes appropriate preparation for meetings and mailings for the Board of Directors.
- Performs administrative tasks for the Executive Director and members of the Board including board roster, calendar, agendas, minutes, committee descriptions and assignments and distribution lists.
- Assists with annual Board Retreat and Board meetings.
- Works with Executive Director, Director of Fund Development and External Relations and the Chair of the Board of Directors to plan Annual Meeting.
- Acts as organization's Liaison with the State of Ohio's Joint Legislative Ethics Committee for reporting purposes.

- Serves as backup for tasks associated with hosting child welfare training program sessions.
- Creates forms using Adobe Acrobat as requested.

Other Duties

- Coordinates community briefings related to organizational initiatives.
- Fosters interdepartmental teamwork and communication. Acts as a positive role model to other staff, students and volunteers
- Assists with special events.
- Provides general office support including phone coverage.
- Record keeping and occasional filing.
- Other duties as assigned.

Qualifications

- Bachelor's Degree strongly preferred.
- Minimum of 1-3 years successful experience in related areas, preferably within a nonprofit organization.
- Proficient in MS Office and database management. Ability to prioritize, multi-task and work independently. Detail oriented.
- Experience with donor database(s) and/or CRM database(s) preferred – experience with DonorPerfect a plus.
- Culturally competent, sound judgment.
- Appreciation of adoption as a lifelong journey with a sound knowledge base of the issues involved.
- Excellent oral, written and verbal communication skills.
- Superb organization skills; detail oriented with strong follow-through and the ability to manage several projects simultaneously.
- Creative, results-oriented, self-starting, assertive, outgoing, and willing to learn.

In addition, the selected candidate:

- Must have and maintain a clean driving record (driving background check conducted).
- Must have and maintain adequate automobile insurance coverage or waive the classification of a driver for the organization (proof of coverage required).
- Must be able to work a flexible schedule (negotiated), which includes some evening and weekend hours.
- Must have a neat appearance.
- Must have proficiency with computers, including Microsoft Office, Internet and email.
- Must successfully complete fingerprinting and background check.

Work Hours

40 hours per week. Able to manage working beyond 8:30-5:00 as needed. Weekend and evening work from time to time.

Compensation and Benefits

Competitive hourly wage. Benefits include employer-paid short-term and long-term disability insurance and life insurance; company-provided health insurance partially paid for by ANC with health savings account contributions; a retirement plan with employer contributions; and paid time off. Reimbursement of travel expenses. Employee-optional vision, dental, voluntary accident, cancer, term and universal life insurance, and hospital indemnity.

Equal Employment Opportunity Statement

To provide equal employment and advancement opportunities to all individuals, employment decisions at the organization are based on merit, qualifications and abilities. We do not discriminate in employment opportunities, decisions or practices on the basis of race, color, religion, national origin, age, gender, gender identity, gender expression, disability, veteran status, sexual orientation, adoption status or any other characteristic protected by law.

To apply: Send Resume and Cover Letter with salary requirements to HR-Dept@adoptionnetwork.org. First consideration will be given to applications received by 5:00 pm EST, Wednesday, July 5, 2017. Open until filled.