



THE OHIO FAMILY CONNECTION
Advocate • Educate • Support

www.AdoptionNetwork.org

Job Description Development Coordinator (Full-Time)

Department: Development & Communications Department

Supervisor: Director of Development and Communications

FLSA Status: Non-exempt

Starting Salary Range: \$17.45 - \$18.40/hour (\$36,300 – \$38,300)

Telework: Partially Remote Available

Exciting Opportunity for Ambitious Nonprofit Professionals: Development Coordinator at Adoption Network Cleveland! Do you thrive in dynamic, collaborative environments where your contributions directly impact a nonprofit organization's growth and success?

Who We Are:

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); adoptive, kinship and foster care families; youth in foster care; foster care alumni; siblings; individuals who are donor conceived or have experienced a non-adoption DNA surprise; and the professionals who serve them. 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 and child welfare practice, policy and law.

What You Will Be Doing

As a **Development Coordinator**, you'll play a pivotal role in advancing our mission. Reporting to the Director of Development & Communications, you'll be at the heart of our fundraising and outreach efforts, working alongside passionate team members and changemakers. Here's what makes this role special: **Be a Strategic Architect:** Shape the future by crafting compelling grant proposals, planning impactful special events, and coordinating donor stewardship activities. **Make Your Mark:** Manage donor acknowledgements, ensuring that every supporter feels appropriately thanked, valued and connected. **Master Key Tools:** Own the donor database, produce critical reports for our small but mighty team, and ensure seamless development operations for both internal and external stakeholders. **Collaborate** on communications initiatives with our Communications Coordinator, including social media, newsletters, press releases, and website content that showcase our mission to the world. This is more than a job—it's your chance to shine as a key player in a team that's driving

real-world change. If you're detail-oriented, proactive, and excited about leveraging your talents for meaningful impact, we want to meet you.

Key Responsibilities

- Research grant opportunities and prepare grant proposals and reports at the direction of the Director of Development & Communications to provide support for various programs of Adoption Network Cleveland and general operating support.
- Oversee planning, coordination, and follow up on fundraising events including logistics, budgets, registration, marketing, and all the details that make fundraising events successful!
- Receive donations and other revenue, creating weekly cash logs and completing donor acknowledgements and database recordkeeping.
- Produce summaries and reports, including reconciliation reports, pledge receivables, quarterly newsletter mailing lists, monthly dashboard reports, and annual report lists.
- Manage the client-donor database; assists in maintaining all fundraising information in database.
- Support the Outreach & Development Committee, lead the Special Events Sub-Committee.
- Assist the development team with cultivation and solicitation meetings with donor prospects and coordinates cultivation events.
- Collaborate with the Development Team on communications, public relations and outreach for development activities, including direct mail, press releases, website updates, social networking, e-mails, and e-mail newsletters.

What We're Looking For

- A Bachelor's Degree and at least 3 years of successful experience in fund development.
- Strong organizational skills, attention to detail, and the ability to juggle multiple priorities.
- Excellent written and verbal communication abilities.
- Familiarity with grant writing, donor databases (DonorPerfect® experience is a plus!) and event coordination.
- A creative, self-starting attitude with a willingness to learn and grow.

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 have reliable transportation.
- Must be able to work a flexible schedule (negotiated), which includes some evening and weekend hours.

- Must be able to work on location at events and at the office as needed. Partial remote work may be possible.
- Must have a neat appearance.
- Must have proficiency with computers, including Microsoft Office, internet, and email.
- Must successfully complete fingerprinting and background check.

Why Join Us?

- **Mission-Driven Impact:** Your work will directly support life-changing programs that make a real difference in our community.
- **Professional Growth:** We believe in empowering our team members with opportunities for learning and advancement.
- **Collaborative Culture:** Join a supportive team of dedicated professionals working toward a common goal.
- **Flexibility:** We offer a hybrid work environment and the chance to attend unique events that gives you space to be creative!

Work Hours

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

Compensation and Benefits

Salary range: \$15.72/hr (\$32,700) minimum; \$18.41/hr (\$38,300) midpoint; \$21.06/hr (\$43,800) maximum. Benefits include health insurance, retirement plan, short-term and long-term disability insurance, life insurance, and paid time off. Reimbursement of travel expenses.

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, sex, gender, gender identity, gender expression, sexual orientation, genetic information, disability, veteran status, adoption status or any other characteristic protected by law.

Ready to Apply? Send Resume and Cover Letter to HR-Dept@AdoptionNetwork.org. First consideration will be given to applicants who apply by Thursday, January 2, 2025. The position is open until filled. Given current circumstances, we may not be able to respond to all candidates.