



**Why CARE:** Our mission is to strengthen resiliency in people and their communities through prevention, education, and services that improve the quality of life. To learn more about CARE's programs and services, and employment opportunities, please visit our website [www.careofsem.com](http://www.careofsem.com). As a premier employer of choice, our goal is to not only provide Recovery Oriented Systems of Care, but to also be a Recovery Oriented Employer that values lived experiences. We are committed to fostering, cultivating and preserving a culture of diversity and inclusion.

CARE of Southeastern Michigan offers an exciting and innovative environment with dedicated, caring, and good natured professionals focused on creating healthier lives and communities for the individuals and families in which they serve. We welcome and encourage those from diverse communities, including those with bilingual proficiency to join our dynamic team.

## **The Perks of Why Prospective Candidates CARE too:**

- Work Life Balance
- 37.50 Hour Work Week
- Relaxed Dress Code
- 10 Paid Annual Holidays
- Competitive Benefits
- Flexible Work Hours (approval required)

# **Development Coordinator**

(hourly pay range: \$15.00 - \$19.50)

## **Development Coordinator**

The Development Coordinator position is primarily responsible for supporting all development related functions under the direction of the Director of Development. This person will carry out the implementation of fund development activities for CARE of Southeastern Michigan. The Development Coordinator and will provide support to and work in collaboration with the Director of Development. This position requires strong organizational skills and an ability to prioritize as well as multi-task. The Development Coordinator is primarily focused on special event planning and managing the donor database. Fund development is essential to the overall success of the organization and therefore it is imperative that the person in this role be dedicated to providing the support needed by the Director of Development to assist in securing the resources necessary for providing support to those accessing these vital programs.

## **Duties & Responsibilities**

- Manage all aspects of donor database, including accurate data entry
- Support stewardship process
- Coordinate agency mailings and appeals
- Plan special agency events (Parenting Conference, CARE for a Taste, Ride 4 Recovery), including logistics and in kind gift solicitation

- Coordinate promotions for special agency events
- Lead coordinator on event logistics for agency fundraisers
- Manage volunteers and committees

**Qualifications**

- Bachelor's degree in social services, public administration, marketing or other related field.
- Computer literate and technologically proficient in standard word processing, spreadsheet and data base software applications.
- Event management and planning experience
- Experience with data entry management
- Proficiency in Microsoft Office Suite (Excel, Word, Publisher, Power Point)
- Highly organized and motivated
- Excellent written and verbal communication skills
- Experience in securing in kind gift solicitation