

NEW JERSEY CHILDREN'S ALLIANCE
Chapter Coordinator Job Description

POSITION TITLE: Chapter Coordinator

QUALIFICATIONS REQUIRED: Master's Degree in Public Administration or a related field preferred, with a minimum of two years grants administration, fundraising, and legislative advocacy experience, Bachelor's Degree in a related field acceptable with a minimum of four years' experience in the not-for-profit sector.

SKILLS REQUIRED: Strong organizational and networking abilities; fundraising, philanthropy, and grant writing and administration experience essential; verbal, written and cyber communication skills; knowledge and understanding of child welfare.

REPORTS TO: The New Jersey Children's Alliance's Board of Trustees

REQUIREMENTS: Approximately 20 hours per week with flexible scheduling. Work from home with statewide and some national travel required.

RESPONSIBILITIES:

- (1) Identify funding opportunities to strengthen and grow NJCA
- (2) Administer NCA Program Support grants to accredited CACs and competitive grants to associate CACs, as appropriate
- (3) Prepare grant-related and other written reports
- (4) Identify funding opportunities to strengthen member programs
- (5) Engage in legislative outreach, including scheduling and planning of networking event(s) to provide education about CACs and the MDT service delivery model
- (6) Help coordinate and plan Annual Spring Statewide Conference in partnership with NRCAC and NJMDTCA
- (7) Attend June NCA Leadership Conference and other NCA conferences, summits, and trainings as appropriate.
- (8) Maintain the NJCA website.
- (9) Maintain good standing with IRS regarding 501(c)3 status, CRI, and New Jersey Tax Exempt Status.

OTHER DUTIES INCLUDE:

- (1) Support Chapter Sub-Committees as needed
- (2) Serve as liaison between NJCA and community partners
- (3) Serve as liaison between NJCA and the Multi-Disciplinary Team Coordinators Association
- (4) Stay informed re philanthropy and fundraising trends and be a conduit on this level for NJCA

- (5) Stay informed re relevant national and state-wide legislation and be a conduit on this level for NJCA
- (6) Maintain a data based clearinghouse of relevant upcoming trainings and other events
- (7) Attend relevant training sessions as defined by the NJCA advisory board
- (8) Revise existing NJCA literature and letterhead to reflect the alliance's growth and changes
- (9) Assist with needs assessments and strategic planning projects