

MCCOY, Inc.
Job Description

Job title: Early Intervention Resource Development Officer

Status: Exempt, regular full-time

Reports to: President, Executive Vice-President

Job Summary

The Early Intervention Resource Development Officer will be responsible for creating, implementing, and sustaining resource development plan(s) for MCCOY's Early Intervention & Prevention Services (EIPS) Program. EIPS is a new community wide strategic effort for coordinating Early Intervention and Prevention services in Marion County. The goal of EIPS is to help reduce the number youth and families that become involved with the child welfare and juvenile justice systems.

Primary Responsibilities

- Create applicable case statement, supporting rationale and collateral materials
- Develop a comprehensive inventory of state, federal, and community resources available to EIPS providers and make this information available as a directory on MCCOY's website
- Identify and pursue applicable program and grant sources of funding and support for Marion County's EIPS program
- Assist in preparation of all reporting to the EIPC and funders.
- Responsible for consistently increasing community awareness of EIPS & MCCOY missions, activities, and accomplishments.
- Develop and nurture positive, strategic relationships with current and potential early intervention services providers.
- Work with agency communications director to ensure that EIPS communications efforts and collateral are consistent with approved MCCOY brand strategies.
- Work with program staff to develop annual work plans (including budgets) for continuing and expanding the reach and effectiveness of EIPS in Marion County
- Effectively represent MCCOY at occasional public events including public speaking responsibilities.
- Collaborate with staff efforts to maintain the integrity of applicable databases.
- Remain informed and conversant on MCCOY's activities, work plans, and collaborations.
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Bachelor degree required and additional education in a field related to position viewed very favorably. Resource development and fundraising experience required. Knowledge and/or experience in child welfare and youth development. Experience with social networking very beneficial. Nonprofit background very helpful. Knowledge of Federal & State grant and funds procurement necessary.

Essential Personality Traits

- Positive
- Outgoing

- High Level of Maturity
- Collaborative, Team-player
- Confident
- Self-Starter, Strong Time Manager