



Job Title: Membership and External Relations Coordinator

Employment Status: Full-Time, Non-Exempt, In-Person / Hybrid Eligible

Compensation: \$52,000-\$64,000 annually, incentive bonus based on performance, depending on experience

Location: CAADPE Sacramento Office

Position Summary

The Membership and External Relations Coordinator is a growth-focused, outreach-oriented position based at CAADPE's Sacramento office, working under the direct supervision of the Senior Manager of Membership and Communication Strategy. The primary focus of this role is expanding CAADPE's reach: recruiting new member organizations from across California's 58 counties, developing and cultivating external partnerships with allied organizations, and securing sponsorships to support CAADPE's annual events and convenings. The position also contributes to general organizational support. This is an exceptional opportunity for someone who is driven, relationship-oriented, and motivated by the mission of advancing community-based substance use disorder treatment throughout California. The position is full-time and in-person, with telework opportunities available as the candidate establishes themselves in the role.

Duties / Responsibilities

Membership Recruitment and Outreach

- Lead outbound outreach to prospective member organizations across all 58 California counties, including cold outreach, referral follow-up, and relationship cultivation with SUD treatment providers not yet affiliated with CAADPE.
- Maintain and actively manage a pipeline of prospective members; track outreach activity and status in CAADPE's membership database.
- Conduct outreach calls, emails, and presentations to community-based SUD treatment providers; clearly communicate the value of CAADPE membership.
- Coordinate with the Senior Manager on targeted recruitment campaigns, messaging strategies, and county-by-county outreach priorities.
- Support new member onboarding after enrollment, including welcome communications, orientation materials, and timely follow-up.
- Help compile membership recruitment data, pipeline metrics, and conversion trends for senior staff and board review.

Partnership Development

- Identify and cultivate relationships with allied organizations, coalitions, and stakeholders in the behavioral health, SUD treatment, and advocacy space who may serve as organizational partners.
- Lead outreach to prospective partners and manage the pipeline of active partnership conversations on behalf of the Senior Manager.
- Assist in preparing partnership proposals, talking points, and background materials for external meetings and coalition engagements.
- Coordinate acknowledgments, follow-up communications, and stewardship activities with established organizational partners.

Event Sponsorship

- Identify prospective sponsors for CAADPE's annual events, including the January Policy Symposium, October All-Members Meeting, and other convenings throughout the year.
- Develop and maintain a sponsorship outreach list; conduct direct outreach to potential corporate, foundation, and organizational sponsors.
- Support the development of sponsorship packages and pitch materials in coordination with the Senior Manager.
- Track sponsorship commitments, coordinate benefit fulfillment logistics, and maintain sponsor relationships across the annual event calendar.

SUD Voices for Change

This position may include support for SUD Voices for Change, a statewide initiative closely affiliated with CAADPE. Specific responsibilities in this area will be defined as the initiative develops.

Administrative and Organizational Support

- Assist the Senior Manager with tracking project timelines, preparing status reports, and maintaining organized digital files across membership and outreach functions.
- Support grant-related reporting tasks tied to membership recruitment and partnership activities as assigned.
- Support general organizational operations as directed by the Executive Director and Senior Manager.

Qualifications

Education and Experience

- 1-3 years of experience in sales, business development, nonprofit membership, community outreach, or a related field preferred.
- Demonstrated experience with outreach, prospecting, or relationship-building in a professional setting is strongly preferred.
- Experience with CRM systems or email marketing platforms (e.g., Mailchimp, Constant Contact, YAMM) is a plus.
- Recent college graduates who demonstrate a genuine interest in nonprofit advocacy and behavioral health are strongly encouraged to apply.
- Equivalent combination of education, training, and experience will be considered.

Personal Qualifications

- Genuine interest in and curiosity about substance use disorder, behavioral health, and community-based treatment advocacy.
- Lived experience with substance use disorder, personally or through friends and/or family, is highly valued but not required.
- A self-starter with a proactive, outreach-oriented mindset; comfortable initiating conversations with new contacts and following up persistently and professionally.
- Strong written and verbal communication skills; able to write clearly for different audiences and make a compelling case for membership, partnership, or sponsorship.
- Highly organized and detail-oriented, with the ability to manage multiple pipelines and priorities in a fast-paced environment.
- Strong interpersonal skills and a natural comfort with relationship-building, both in person and in writing.
- Proficiency with Microsoft Office.
- Outstanding customer service orientation; prompt, professional, and responsive in all member and partner interactions.
- Willingness to work in-person at the Sacramento office and travel within California for events.

- A dedicated team collaborator who values cooperative efforts with staff, member agency leaders, and external stakeholders.

Travel and Physical Requirements

- This position is based in-person at CAADPE's Sacramento office, with tele-work opportunities available as the candidate establishes themselves in the role.
- Periodic travel within California is required to support CAADPE's in-person events and meetings, including multi-day events. A valid California driver's license and reliable transportation are required; mileage and pre-approved travel expenses are reimbursed in accordance with CAADPE policy.
- The role requires the ability to attend and support full-day events, which may include setup and on-site logistics such as lifting and transporting materials of up to approximately 25 pounds, extended periods of standing or sitting, and working occasional early mornings or evenings around event schedules.

Criminal History

A criminal history does not disqualify individuals from this role. CAADPE recognizes the value of lived experience and welcomes applicants with diverse backgrounds, including those with prior involvement in the justice system.

Employment Classification (FLSA)

This is a full-time, non-exempt position under the Fair Labor Standards Act. The employee is eligible for overtime compensation in accordance with applicable federal and California law and is required to accurately record all hours worked using CAADPE's designated timekeeping system.

Compensation

This position is full-time and primarily in-person at CAADPE's Sacramento office, with tele-work opportunities available as the candidate establishes themselves in the role. \$52,000-\$64,000 annually, incentive bonus based on performance, depending on experience

Benefits

CAADPE offers a competitive benefits package for full-time employees, which includes health, dental, and vision insurance; retirement plan; paid vacation, sick leave, and holidays; and other benefits, e.g., professional development support. A full summary of benefits will be provided during the interview process.

Equal Opportunity

The California Association of Alcohol and Drug Program Executives, Inc. is committed to diversity and inclusivity in its workforce. We actively encourage applications from individuals of diverse backgrounds, including people of color, those with bilingual and bi-cultural proficiencies, and members of the LGBTQ+ communities. As an equal opportunity employer, we value and respect the richness that diverse perspectives bring to our organization.

To Apply

To apply, please submit a cover letter and resume via email to caadpe1@caadpe.org. CAADPE reviews applications on a rolling basis and encourages interested candidates to apply early. Applicants selected to advance will be contacted directly to schedule an interview.