



Position Description

Title of Position: Development Director
Reports to: Executive Director
Hours and Wage: Full time, exempt, \$50,000 annual salary

Greater Cleveland Volunteers mission is to enrich the community and individuals through volunteer service. We do this by recruiting volunteers and placing them at nonprofit organizations throughout Cuyahoga County, Ohio. In addition, we manage a few volunteer programs directly including the RSVP program for older adults, the AARP Experience Corps literacy tutoring program and the My Mentor My Friend mentoring program.

Summary of Position: Develop and implement effective fundraising strategies including individual and corporate solicitations, grant writing, planned giving, and special events. Work closely with the Executive Director and the Board of Directors to carry out these strategies.

Responsibilities include:

Solicitation and grant writing

- Approach local and national foundations, corporate funders, government sources, and individuals for general operating support, program support, and special initiatives.
- Conduct research, meet with potential funders and donors and solicit gifts.
- Write grants.

Special Events

- Obtain sponsorships, donations and in-kind items for annual benefit event and volunteer recognition events.
- Work with Communications Coordinator and any relevant committees on planning the annual benefit.
- Create and implement outreach events and 'friendraisers'.

Planned Giving

- Develop and implement planned giving program.

Communicate with internal and external stakeholders

- Ensure that donors are acknowledged promptly.
- Serve as staff liaison to Financial Development Committee.
- Prepare status reports for Financial Development Committee, Board of Directors and others as needed.
- In conjunction with Program Director, prepare grant reports for funders.

Maintain donor database

- Supervise any volunteers, interns, and staff who work on maintaining donor records.
- Prepare mailing lists and other reports from database as needed.

Participate as member of agency's management team

Greater Cleveland Volunteers

4415 Euclid Avenue, Suite 200, Cleveland, OH 44103 • Phone: 216-391-9500 • Fax: 216-391-9010 • greaterclevelandvolunteers.org

Qualifications:

Required: Bachelor's degree; minimum of four years' experience in nonprofit fundraising; knowledge of effective fundraising techniques for nonprofit organizations; excellent writing and verbal communications skills; demonstrated ability to meet deadlines and work well under pressure; possess the skills to work with and motivate board members and other volunteers; ability to multi-task, keep organized, and demonstrate careful attention to detail; proficiency in all Microsoft Office programs; experience using donor database software; valid driver's license and automobile insurance and access to an automobile during working hours; ability to work occasional evenings and weekends.

Preferred: Experience writing federal grants; experience doing advocacy; familiarity with Greater Cleveland community and local nonprofit sector.

Interested candidates should email cover letter and resume to:

Joy Banish, Executive Director

Greater Cleveland Volunteers

jbanship@greaterclevelandvolunteers.org

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