

# UCP of Greater Cleveland

## Job Description

JOB TITLE:	<b>Director of Development</b>
SUPERVISOR:	President & Chief Executive Officer
POSITIONS SUPERVISING:	Special Events & Marketing Coordinator, Grant Writer
EXEMPT POSITION:	Job Grade E45

**BASIC FUNCTION:** Responsible for developing, leading, implementing, and managing initiatives to strengthen fundraising and marketing initiatives of the Agency. Works as a senior member of the leadership team to enact strategic objectives in conjunction with Executive Leadership and the Board of Directors. Serves as a primary representative of the Agency to develop and engage key contacts in the community to enhance goals and objectives towards growth and sustainability. Presents the Agency in a positive manner consistent with the mission, vision, and core values.

**QUALIFICATIONS:** Bachelor's degree, seven to ten years of proven and increasing levels of fundraising/development experience with senior-level management responsibilities. Excellent written, oral, and communication skills. Experience using donor management databases preferred. Must have reliable transportation and a valid Ohio driver's license with two (2) or fewer moving violations.

### **RESPONSIBILITIES:**

1. Creates, leads, and implements a fund development plan to meet short-term and long-term strategies and financial objectives, including setting and monitoring goals and progress in all aspects of fundraising, outreach, and marketing.
2. In partnership with the President & Chief Executive Officer, Executive Leadership, and the Board of Directors, builds, engages, and maintains a strong base of community contacts, including individuals, corporations, foundations, and other partners.
3. Manages a portfolio of current and potential donors; develops relationships to stabilize and elevate contributors towards higher ranking Agency giving circles. Leads major gifts strategies, including planned giving and special campaigns.
4. Oversees all aspects of the Agency annual fund, securing gifts through mechanisms including, but not limited to direct mail, online contributions, social media, Board solicitation programs, and other community donation campaigns.
5. Directs the foundation relations and corporate contributions plans, including research and identification of new funders and opportunities for program, operations, and special event support. Cultivate and strengthen relationships with foundation and business leaders.
6. Oversees the work of Development Department team members related to all aspects of solicitation, correspondence, proposals, budgets, and reporting.
7. Develops continuous plans for agency special events, including sponsorship and attendance; oversees logistics and directs special events committees in conjunction with the Special Events and Marketing Coordinator.

8. Creates new fundraising and marketing strategies to engage all Agency team members, Board of Directors members, community members and partners; enhances work of volunteer committees; and serves as a liaison for community-sponsored events.
9. Collaborates with executive, senior, and associate leadership to develop and respond to current and future Agency funding, outreach, and volunteer needs.
10. Oversees development operations to ensure accurate and timely acknowledgment of contributions, database management, and donor correspondence related to monetary and in-kind gifts.
11. Acts as senior leadership team representative and directs development, event, and marketing-related Board of Directors' and community-based committees and advisories.
12. Develops, manages, and continuously evaluates a comprehensive marketing and communications program to enhance Agency image and position with key stakeholders and the community. Oversees related activities and materials (publications, collateral, electronic newsletters, web posts and social media, as well as press releases and media relations). Works collaboratively with interdepartmental teams to promote and advance services and programming.
13. Acts as brand ambassador and leads efforts towards audience identification, brand promotion, stakeholder, and community outreach to increase community awareness and engagement. Assures consistent internal and external branding and communication to all constituencies. Manages all media-related contacts and responses, including the Agency Crisis Communications Plan.
14. Plans and engages in public speaking, site visits, tours, meetings, and other external contacts and avenues to educate and familiarize donors and the community with the Agency. Presents the Agency, individuals and families served, and team members in a positive manner consistent with the Agency mission, vision, and core values.
15. Oversees volunteer program, directing the Special Events and Marketing Coordinator and other departments as needed to ensure all relevant Agency policies and external regulations are met.
16. Other job-related duties as assigned.