



# JOB OPENING:

## Manager of Development

Manages Organization's fundraising activities in accordance with policies and objectives as developed by the Board of Directors. Establishes individual donor objectives, ensuring that funding and income is secured in order to meet projected budget requirements.

### GENERAL RESPONSIBILITIES

1. Oversees CSH's fundraising programs and leads initiatives on annual fund, capital, and planned giving campaigns:

- Assumes key leadership and supervisory position in all individual fundraising programs.
- Directly manages the Special Events Coordinator and Grant Manager
- Develops, assists, and ensures execution of planned activities designed to result in fundraising success.
- Researches, identifies and meets with potential new funders, donors, corporate sponsors, and volunteers to cultivate positive relationships.
- Meets with staff Directors to propose, design, and develop new programs, services, products, etc. that could be funded via new opportunities.
- Administers appropriate policies and procedures to ensure that all gifts to CSH are in the best interest of the organization and are accurately recorded and promptly acknowledged.
- 50% of time to be spent on external activities.

2. Provides staff leadership to all Board efforts related to Development, Planned Giving, Board Development, Marketing & Public Relations, and other Ad-Hoc Committees:

- Directs the development of committee goals, objectives, and actions.
- Ensures that committee actions are in line with the overall goals of CSH.
- Focuses on major gift cultivation and relationship building, leading to financial support.

3. In conjunction with senior management:

- Develops strategic direction, goals, objectives, budget, and performance measures of the department.
- Determines plans for, obtains, and expends resources necessary to successfully complete the objectives.
- Reviews and analyzes operating policies, practices, and procedures dealing with fundraising.
- Recommends and implements, within Board guidelines, changes and enhancements to increase the effectiveness and efficiency of fundraising to ensure that defined goals and objectives are accomplished.



4. Cultivates relationships that will assist in providing funding and/or services that meet CSH's goals and objectives:

- Researches individuals, Board members, alumni, corporations, civic, and church groups, etc.
- Schedules and attends meetings, social events, and speaking engagements to inform organizations regarding the mission of CSH and particularly the need and benefits of funding.
- Oversees the recruitment and coordination of individual volunteers.

5. Reviews and researches trade literature, journals, magazines, webinars, videos, and attends conferences and seminars within budget in order to develop new ideas, processes, practices, etc. that would increase and enhance CSH's fundraising activities.

6. Is available beyond the regular office hours of the organization as may be required for special projects and community involvement.

7. Other duties as assigned by the President & CEO of Columbus Speech & Hearing.

## **EDUCATION/EXPERIENCE/SKILLS**

- A bachelor's degree in marketing, public relations, communications, or its equivalent in experience is required.
- 3- 5 years of fundraising, marketing, business development, and/or public relations experience is required.
- Management experience preferred.
- Demonstrated knowledge of fundraising, grant writing, media relations or similar is required.
- An ability to effectively make recommendations and communicate with all levels of employees is required, as well as excellent verbal and written communication skills.
- Knowledge of fundraising software such as Raiser's Edge is preferred.

The information in this posting is a summary designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Interested candidates should email a resume and cover letter to [jfelts@columbusspeech.org](mailto:jfelts@columbusspeech.org). Per the CMS mandate, all employees are required to be fully vaccinated against COVID allowing for accommodations as the law requires.