

Dress for Success Cincinnati

Position Description

Job Title: Advancement Director

Reports to: Executive Director

Position Overview

The Advancement Director is a member of the Management Team and the leader responsible for the overall management and implementation of Dress for Success Cincinnati fundraising initiatives to assure the success of the organization as outlined in its mission statement and long range plan. **A minimum of 5 years experience in the nonprofit sector securing donations and contributions is required.**

Essential Job Functions

1. Expand and execute funding plans throughout the community for the organization's sustainability according to the Benevon model.
2. Drive continuous improvement in all development areas.
3. Maintain a proactive, creative leadership role in the identification and development of prospects for solicitation of major gifts.
4. Develop and maintain a planned giving program for donors to help them achieve their philanthropic objectives
5. Assist the grant process which includes identifying appropriate foundations and writing grants.
6. Coordinate and oversee the donor management system utilizing eTapestry.
7. Recommend and implement special fundraising events This includes appropriate stewardship and appreciation events for donors and friends. Responsible for:
 - a. Liaison to Corporate Guild Members
 - b. Execute Annual Campaign
 - c. Support Co-Chairs in development of Annual Fashion Show and Luncheon
 - d. Coordinate all logistics for annual Beyond the Suit pledge breakfast
 - e. Meet monthly cultivations (POE) targets
 - f. Production of the Annual Report
8. Serve on and coordinate the activities of the Development Committee of the Board.
9. Develop and maintain a good working relationship with Board members and volunteers, particularly with the membership and volunteer chairs to integrate these groups within the overall fund-raising plan.
10. Serve as a visible spokesperson and advocate for Dress for Success Cincinnati's mission and programs in the funding community.
11. Provide detailed reports to the Board on a regular basis as needed.

12. Perform other tasks as determined by the Executive Director to further the mission of Dress for Success Cincinnati.

Requirements

- Bachelor's degree with 5-10 years experience in development or fundraising with Greater Cincinnati non-profit organization(s)
- Successful track record in administering fundraising programs and generating revenue, including but not limited to, identifying and cultivating support from individuals, corporations and foundations, as well as grant writing successes. Advanced grant writing experience, especially for United Way grants, highly preferred.
- Knowledgeable about financial activities, such as budgeting
- Benevon experience preferred
- Proven leadership ability
- Effective written and oral communication skills, including the ability to gain the respect and support of donors, Board members, business and civic leaders, volunteers and staff
- Advanced database management skills required as well as ability to work well in a hands-on environment