



Job Description – Development Coordinator

Organization Overview:

Dress for Success Cincinnati (DFSC) is a not-for-profit affiliate of the Dress for Success Worldwide network. Having served more than 16,000 disadvantaged women across Greater Cincinnati and Northern Kentucky since its founding in 1999, Dress for Success Cincinnati provides a continuum of services to women that help them transition to employment and economic independence.

Position Overview:

DFSC seeks an energetic, organized, and talented Development Coordinator who will assist the Executive Director and board with fundraising, making sure they have what they need to be successful in their efforts to increase financial resources, and will serve as the staff lead for special events. This new staff member will report to the Executive Director.

Responsibilities:

- Serve as active member of development committee
- Help research prospects, cultivate relationships, and steward donors
- Assist in securing sponsorships
- Serve as coordinator for The Fashion Show, DFSC's largest annual fundraiser. Coordinate efforts of volunteer chairs, committee, and staff in accordance with established event planning timeline.
- Serve as coordinator for other donor cultivation and fundraising events
- Serve as staff lead, working with committee, to create and execute plan for special event(s) to celebrate 20th anniversary in 2019.
- Ability to assist with grant writing, a plus

Qualifications and Attributes:

- Passion for the mission of Dress for Success Cincinnati
- Outstanding communication skills
- Detail-oriented
- Assertive
- Experience working effectively with volunteers
- Experience using CRM databases and Microsoft Office

- Prior fundraising experience helpful
- Bachelor's degree in a related field preferred
- Must be available to work occasional evenings and weekends
- Valid driver's license and clean driving record

Job Classification and Hours:

Hourly, non-exempt. 20-25 hours per week, with increased time leading up to The Fashion Show, which is held in September. Flexible office schedule with expectation to monitor email when out of the office. Attendance required at occasional evening and weekend events.

Application Guidelines:

Interested candidates should submit a resume and a one-page cover letter as a single PDF file (file name: FirstName_LastName.pdf) via email to Cincinnati@dressforsuccess.org with the subject "Development Coordinator." In your cover letter, please indicate how you heard about this opportunity.

Dress for Success Cincinnati is an equal opportunity employer.