



JOB ANNOUNCEMENT

JULY 2017

Applicants must respond by August 4, 2017

Director of Development and Major Gifts

This full-time position requires excellent verbal and written communication skills, initiative, creativity, and great attention to detail.

General Responsibilities:

Oversees and directs the Center's fundraising activities in accordance with policies and objectives as developed by the Board of Directors ensuring that funding and income is secured in order to meet projected budget requirements.

Qualifications:

- A bachelor's degree in marketing, public relations, communications or its equivalent in experience is required.
- 3 years fundraising, marketing, business development and/or public relations experience is required.
- 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
- Ability to manage multiple concurrent projects, switch directions quickly and meet deadlines

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. For a full job description, please see the Payroll & Billing Specialist.

Send resume and salary requirements Attn: Julia Felts

Payroll & Billing Specialist

Columbus Speech & Hearing Center

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The Columbus Speech & Hearing Center is an Equal Opportunity Employer.



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JOB DESCRIPTION

Position Title: **Director of Development and Major Gifts**

Department: Development

Source of Supervision: President & CEO

Classification: Regular, Full-Time, Exempt

Function: Oversees and directs the Center's fundraising activities in accordance with policies and objectives as developed by the Board of Directors ensuring that funding and income is secured in order to meet projected budget requirements. This is an externally focused position.

RESPONSIBILITIES AND AUTHORITIES

1. Oversees CSHC's fundraising programs including annual fund, capital and planned giving campaigns, corporate support, and special events:
 - Assumes key leadership and supervisory position in all fundraising programs.
 - 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 insure that all gifts to the Center are in the best interest of the Center and are accurately recorded and promptly acknowledged.
 - 50% of time to be spent in 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 CSHC.
 - 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.

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- Establishes written annual goals and objectives for the Development Department and provides a quarterly report of results to the President & CEO, Board, and Development Committee.
4. Cultivates relationships that will assist in providing funding and/or services that meet CSHC'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 CSHC and particularly the need and benefits of funding.
 - Oversees marketing, public relations, and communications.
 - Oversees the recruitment and coordination of volunteers, including volunteer fundraising groups.
 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 CSHC's fundraising activities.
 6. Is available beyond the regular office hours of the Center as may be required for special projects and community involvement.
 7. Other duties as assigned by the President & CEO of the Columbus Speech & Hearing Center.

EDUCATION/EXPERIENCE/SKILLS

- A bachelor's degree in marketing, public relations, communications or its equivalent in experience is required.
- 3 years fundraising, marketing, business development, and/or public relations experience is required.
- 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.

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Approved 7/17
Revised 7/17