



## Job Announcement: 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. This professional must have experience working with grant making organizations such as United Way of Central Ohio, cultivating the relationships necessary to solicit meaningful corporate donations and have the ability to craft a compelling case for support that will attract and engage major donors. 50% of time is to be spent focused on external activities that will strategically benefit the center.

### **Qualifications:**

- A bachelor's degree or its equivalent in experience is required.
- Three to five years fundraising, marketing, business development, non-profit and/or public relations experience is required.
- A strong network of relationships with key influencers throughout central Ohio's philanthropic community
- Demonstrated knowledge of fundraising, grant writing, media relations, and event planning 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 CRM 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  
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