



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 is an externally focused position. Oversees CSHC's fundraising programs including annual fund, capital and planned giving campaigns, corporate support, and special events:

1. Provides staff leadership to all Board efforts related to Development, Planned Giving, Board Development, Marketing & Public Relations, and other Ad-Hoc Committees:
2. In conjunction with senior management:
3. Cultivates relationships that will assist in providing funding and/or services that meet CSHC's goals and objectives:
4. 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.
5. Available beyond the regular office hours of the Center for special projects and community involvement.

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.

Send cover letter, resume, and salary requirements Attn: Julia Felts, Program Manager
Columbus Speech & Hearing Center
510 E. North Broadway, Columbus OH 43214
Email jfelts@columbusspeech.org

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510 E North Broadway, Columbus, OH 43214 • P 614.263.5151 • VP 614.429.1382



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