



Ohio Alliance to End Sexual Violence

Position Description for: Contractual Development Coordinator

Ohio Alliance to End Sexual Violence (OAESV) is Ohio's members-based statewide coalition. OAESV strongly believes that there is power and strength in our collective voices. A primary function of the coalition is to ensure there is a continuum of timely, inclusive, and effective supports, services, and resources for all individuals who have been impacted by sexual violence and want that access. We do this work through an anti-oppression lens.

OAESV seeks a **Development Coordinator** to work closely with the President & CEO and the OAESV Core Leadership Team in identifying, soliciting, and managing a comprehensive portfolio of grant and fundraising opportunities. This position will also build and oversee a robust donor stewardship plan.

All applicants must be familiar and agree with OAESV's mission statement and philosophy regarding the elimination of sexual violence, anti-oppression, empowerment, inclusiveness, and social change. Ideal candidates will have a solid understanding of the root causes of sexual violence, knowledge of macro-level, statewide work, and the need to create fund development strategies to end sexual violence. A good Development Coordinator should be charming, persuasive, and have excellent customer service sensibilities. They can anticipate the wants and needs of both donors and OAESV, finding mutually beneficial ways to accrue wealth for the organization. Successful Development Coordinators enjoy collaborating with others and use attention-to-detail to coordinate large-scale campaigns or events. They are analytical and can make accurate projections about donor commitments and the availability of financial resources. As is the case with all positions on our team, the selected candidate will be expected to think outside of the box, to be solution-focused, and to find opportunity amid challenges. The ideal candidate will have empathy, vision, a positive attitude, high professional standards, and passion for the mission of OAESV. In addition, candidates should be politically savvy, outcome-oriented, and interested in being part of a progressive, mission-driven team. They should have a mind for strategic planning and work with intention and accountability.

SALARY INFORMATION:

- \$35.00 per hour
- 16 Hours a Week
- Not to exceed a total of \$32,000 a year
- Please note this is a contract position that does not include benefits

REPORTS TO: President & CEO

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in development and implementation of the annual fund development plan for OAESV
- Work with the Core Leadership Team and other staff to identify and develop strategies around foundation funding for special projects or capital needs
- Research, identify, and qualify local, regional, state, and national grant resources
- Oversee all funding applications throughout the grant cycle including research, proposal development, gift acceptance, gift acknowledgement, billing, reporting, and deadlines
- Communicate grant requirements to appropriate staff (e.g., allowable vs. unallowable costs, program goals and objectives, required data collection, deadlines, etc.)
- Develop or recommend policies and procedures to support communications, grant requirements, and other development activities
- Grow prospective donors and supports through identification, cultivation, and solicitation of government grants, foundations, corporate giving, individual donations, and special events
- Build relationships with foundations to better understand how we can partner for additional funding
- Follow up on declined grants to improve future grant writing procedures
- Assist in the development of an annual master calendar; maintain calendar as needed
- Assist in prospecting and researching new donors, including individuals, foundations, and corporations
- Maintain and create development reports and analysis
- Work with appropriate staff on development fundraising events and campaigns to ensure fluidity in campaign message, donor sponsorship, and donations to reach fundraising goals
- Create and manage the donor stewardship plan
- Prepare and coordinate donor acknowledgement correspondence
- Assist with the research and preparation of donor profiles
- Create and run reports from the donor database and provide database troubleshooting and training to staff
- Assist with tracking development-related expenses for the purposes of annual budgeting and periodic financial reports
- Track funding from donors through company database, and work with national and regional development team members to ensure donor information accuracy
- Provide content and proofreading support for various regional publications and communications
- Put communications in place to create agency momentum and awareness as well as evaluate the effectiveness of communications activities
- Manage the development, distribution, and maintenance of all print and electronic collateral including but not limited to posters, brochures, website, annual report, social media, etc.
- Be accountable not only for direct responsibilities outlined in this job description but also to serve fellow staff and other constituents with whom position interacts, and ensure actions and communications follow core values

- Attend meetings and trainings as required and assigned

OTHER DUTIES AS ASSIGNED

- Engage with OAESV staff, both individually and as a group, including through meetings, retreats, and programmatic collaborations
- Adhere to the philosophy and policies of the Ohio Alliance to End Sexual Violence
- Complete other tasks as necessary to carry out OAESV's mission and work - as assigned by supervisor

QUALIFICATIONS – Anti-Oppression Approach, Knowledge of Sexual Violence, and Communications Skills

- Desire to elevate the voices and experiences of marginalized individuals and communities without profiting from their lived experiences
- Excellent written and oral communication skills; able to write clear, structured, articulate, and persuasive grant proposals; exceptional writing and proofreading skills
- Able to use computerized programs such as database, data processing, design/presentation software, and other communication and event software programs.
- Able to network, motivate, and work with volunteers, member agencies, donors, and survivors
- Able to perform several tasks concurrently, with time management and organizational skills
- Able to complete necessary paperwork and meet deadlines
- Able to network and perform public speaking and demonstrations
- Knowledge and understanding of event revenue and expense budgets
- Able to hear, reflect, and act on feedback regarding identity and equity with the aim to learn
- Awareness of and sensitivity to issues of sexual violence victimization, prevention, and response
- Proven ability to communicate effectively in a range of settings through knowing the audience and their role as well as engaging in clear messaging
- Skills to meet programmatic goals effectively and efficiently, including writing and proofreading, attention to detail, ability to manage multi-step projects as well as one-time tasks
- Prior development experience that includes knowledge of basic fundraising and research techniques, fundraising strategies, informational sources, and prospect research preferred. Experience with proposal/grant writing and institutional donors preferred.
- Strong computer skills including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and a good background with CRM software
- **EDUCATION:** High School diploma or equivalent work experience. Degree in related field preferred.
- **LICENSES:** None

HOURS & LOCATION OF WORK

This is a contractual position (16 hours/week), requiring and offering flexible hours. Some evenings and weekends may be required. As part of a statewide coalition, the Development Coordinator may be based from a remote office anywhere in Ohio, with the ability to communicate regularly with OAESV staff and to travel throughout the state as needed, including for regular all-staff meetings.

Ohio Alliance to End Sexual Violence is an equal opportunity employer. OAESV values the importance of addressing issues of racism, homophobia, ableism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color; sex; gender identity and expression; sexuality; national origin; religion; age; ethnic background; and social, economic, immigration, marital, physical, and/or mental status. People from historically underserved communities are strongly encouraged to apply.

Please submit cover letter and resume to www.oaesv.org/2021EmploymentApplication Please highlight any experience that specifically addresses the essential functions.