



Ohio Alliance to End Sexual Violence

## Ohio Alliance to End Sexual Violence

### Position Description: Fund Development Coordinator – Remote / Contractual

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.

The Ohio Alliance to End Sexual Violence (OAESV) seeks a **Contractual Fund Development Coordinator** to assist 16 hours per week in the identification, solicitation and development of community, local and regional fundraising sources by managing a regional portfolio of grant opportunities and maintenance of a 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.

**POSITION OBJECTIVE:** The Fund Development Coordinator works closely with the President & CEO, Core Leadership and OAESV Executive Board in the identification, solicitation and development of community, local and regional fundraising sources and prospect donors by managing a regional portfolio of philanthropic opportunities and maintenance of a donor stewardship plan.

## 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 (including, but not limited to, the following)

- **Fundraising** - Establishes short and long-range goals for unrestricted funding sources. Create a long term organizational strategic plan for unrestricted fund development. Strategizes and orchestrates methods of approach to institutional donors. Researches public and private grant sources (agencies, corporations and foundations) to identify sources of restricted and unrestricted funding. Works with program staff to develop funding related projects. Organizes individual donor campaigns (e.g., major donors, direct mail, matching gifts, and board of trustees). Organizes solicitation drives for pledges of ongoing support from individuals, corporations and foundations. Works with appropriate staff on development fundraising events and campaigns to ensure fluidity in campaign message, donor sponsorship and donations to reach fundraising goals.
- **Major Gift / Donor Support** - Produce major donor, board and special category solicitations/support materials with the intent to retain or upgrade gifts when possible. Cultivates donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling and attending in-person visits.
- **Database and Records Management** - Supervises and coordinates activities of workers engaged in maintaining CRM and paper records of contributors and grants. Maintain security and quality controls. Generate queries, reports, exports and any other collection data as needed.
- **Grant Writing** - Solicits and writes proposals and reports for federal, state, city government RFP's as well as private foundation and corporation RFPs.
- **Communications & Public Relations** - Works in collaboration with the Core Leadership Team in most development and public affairs matters, particularly the creation of various communications such as the annual report, general boilerplate, general PowerPoint presentations, government relations, executive correspondences and speeches that would generate revenue. Prepare press releases and fund asks, with the approval of the President & CEO.

## **IDEAL EXPERIENCE / QUALIFICATIONS – Anti-Oppression Approach, Knowledge of Sexual Violence, Nonprofit Market and Fund Development Skills:**

- Desire to elevate the voices and experiences of marginalized individuals and communities without profiting from their lived experiences
- A minimum of 5 years of nonprofit fundraising/development experience, preferably with significant foundation and high donor fundraising experience
- Strong written and verbal communication skills
- Proven track record of achieving revenue targets and/or a quota of over \$2M annually
- Familiarity with human rights and development issues; familiarity with legal and campaign strategies
- Excellent research, organizational and communications skills with demonstrated ability to write clearly and persuasively
- Experience and comfort working with senior level executives and board of directors
- High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative
- Demonstrated ability to think strategically and thorough understanding of strategic development
- Demonstrated ability to prospect, cultivate, and manage new accounts
- Strong partnership-building and event planning skills
- Thorough understanding of all components of a diversified funding base
- Ability to develop and manage budgets and prepare financial reports
- Strong computer skills and proficient with Mail Chimp, Constant Contact, Word Press and Microsoft Office programs
- Bachelor’s degree and/or equivalent prior experience.
- 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 Fund 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.

**The candidate must be prepared to make at least a 2-year commitment to this position.**

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/2022EmploymentApplication](http://www.oaesv.org/2022EmploymentApplication) Please highlight any experience that specifically addresses the essential functions.