



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 in the identification, solicitation and development of local, regional, and statewide fundraising sources by managing a robust portfolio of grant opportunities and creating a donor stewardship plan.

**POSITION SUMMARY:** The Fund Development Coordinator works closely with the President & CEO, Core Leadership Team and OAESV Executive Board in the creation and management of a comprehensive fundraising strategy. The successful candidate will be responsible for working with private and community foundations, government funders (local, state, and federal), corporations, and individuals to ensure funding for the sustainability and growth of OAESV.

**BID INFORMATION:**

- **Not to exceed a total of \$40,000**
- 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)**

This critical role will blend strategic thinking, relationship savvy, resource management, passion, visionary leadership acumen, and an entrepreneurial mindset. The role and its responsibilities will evolve as the elements of building and implementing a new development plan evolves, providing a unique opportunity to build and shape our development roadmap while leading through relationships to ensure continued momentum. At the outset, responsibilities will include, but are not limited to:

## **Build a Development Strategy:**

- Lead efforts to build and promote a culture of philanthropy to ensure that everyone from the OAESV Board to staff understands the critical role they play cultivating relationships in support of the organization and serving as ambassadors.
- Develop and manage a comprehensive fundraising plan that creates goals and implementation plans to meet agreed-upon organizational priorities.
- Drive the OAESV story, donor messaging, and outreach efforts of the organization.
- Expand OAESV messaging and brand content to the community, including but not limited to donors, volunteers, families, students, staff, partners and future donors.
- Build, recommend, and monitor an approved development budget.
- Recommend and lead a corporate sponsorship strategy.

## **Fundraising**

- Establishes short and long-range goals for unrestricted funding sources.
- 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.

## **Donor Relations**

- Create and maintain stewardship plans and a customer relationship management system to cultivate individual donor relationships; plan and conduct donor cultivation and stewardship activities.
- Manage existing foundation relationships to ensure grant renewals.
- Coordinate and execute direct contact with potential funders.
- Manage the annual campaign process including preparing the annual appeal letter.
- Oversee donor database management including updating profiles and running reports.
- Monitor the efficiency and accuracy of donor data.
- Ensure donor recognition and acknowledgements are completed in a timely fashion.

## **Establish Effective Board Relations/Management**

- Work closely with CEO to educate members of the Board on emerging fundraising priorities.
- Engage Board Members in the identification, cultivation, solicitation, and stewardship of top-tier prospects.
- Lead the Development Committee of the Board to develop strategies to execute OAESV's development plan.
- Create and deliver all Development reports to the Board by tracking results of the development strategy and providing and presenting statistical analysis and progress.

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

- Desire to and experience elevating the voices and experiences of sexual assault survivors who are marginalized individuals and communities without profiting from their lived experiences.
- Self-Motivated – Enjoys working hard with enthusiasm; can “start-up” and complete projects and take ownership; willing and able to “roll up your sleeves” to meet goals.
- Relationship Builder – Inspires others; active listener; engages and empowers others; invites feedback and shares ownership and visibility.
- Project Leadership & Delivery – Can envision, plan, and deliver complex projects with numerous moving parts of varying scale. Can identify the small steps required to get to the big goal, as well as roadblocks. Willing and able to course-correct as needed to ensure project success.
- 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 mentality; and attention to detail; high degree of initiative
- Demonstrated ability to think critically 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
- Strong computer skills and proficient with Mailchimp, Constant Contact, WordPress and Microsoft Office programs
- Bachelor's degree and/or equivalent prior experience.
- LICENSES: None

### **HOURS & LOCATION OF WORK**

This is a contractual position requiring and offering flexible hours. Some evenings and weekends may be required depending on events, meetings or coordination of donor schedules. As part of a statewide coalition, the Fund Development Coordinator may be based from a remote office anywhere in Ohio.

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 [info@oaesv.org](mailto:info@oaesv.org). Please highlight any experience that specifically addresses the essential functions.

***Disclaimer: "Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time."***