



## Ohio Alliance to End Sexual Violence

### Position Description: Director of Grant Management & Sustainability

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.

**POSITION OBJECTIVE:** The Ohio Alliance to End Sexual Violence (OAESV) seeks a full-time Director of Grant Management & Sustainability to develop and implement a successful strategy to achieve OAESV fund goals as part of a growth strategy. As an intricate member of the Leadership Team, this position requires a high degree of meticulousness, accountability, and cross functional collaboration. The Director of Grant Management & Sustainability is responsible for identifying fundable projects, writing proposals to secure privately and publicly funded grants, and cultivating relationships among constituencies to foster participation, involvement, and investment in OAESV.

Our ideal candidate will share our passion and commitment to believing and supporting survivors, holding perpetrators accountable, and taking effective action to end sexual violence in Ohio. We also expect that all members of our team recognize that sexual violence and oppression are intricately linked, and are dedicated to grappling with the complexities of societal power and privilege in order to create an inclusive movement to end sexual violence. Candidates must be able to recognize personal biases and address them productively, as well as communicate effectively with a wide range of individuals, groups, and organizations.

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. 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 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 RANGE:** \$68,000 to \$72,000 a year, commensurate with experience

Because we know that the practice of salary negotiation can contribute to pay inequities, this starting salary is non-negotiable. Our compensation structure, as well as our approach to future compensation adjustments, is transparent to all employees.

**REPORTS TO:** President & CEO and Vice President of Operations

## **ESSENTIAL DUTIES AND RESPONSIBILITIES (including, but not limited to, the following)**

### **Grants**

- Collaborate with leadership team and key programmatic colleagues to develop appropriate goals, objectives, and outcomes for specific grants
- Seek new opportunities to find strategic and creative funding solutions for new and existing programs
- Work closely with CEO and Vice President of Operations to develop both annual and long-term sustainability plans
- Oversee grant compliance for federal, state, community-based, and foundation grants
- Research and identify fundable projects fitting organizational strategies
- Oversee proposal development and project management
- Write, edit, and/or coordinate preparation of proposals for local, state, foundation, and federal grants/contracts
- Research and write proposals for submissions to private and corporate foundations and cultivate relationships with those foundations and private donors
- Oversee communication with grant managers, working collaboratively with colleagues/teams to respond to requests in a timely manner
- Oversee accurate and timely records of grant activities, reporting deadlines, grant funding resource materials and publications, acknowledgement/award letters, and funder follow up

### **Development & Sustainability**

- Implementation of fund development strategic plan
- Create a wide range of development communication vehicles including fundraising and marketing correspondence, proposals, presentations and speeches for CEO
- Create and implement strategic fundraising efforts based on donor segmentation and research
- Develop all individual giving appeals and related materials
- Serve as agency Ambassador and perform public speaking to drive donor cultivation and funding partnerships for the agency
- Identify and build relationships for revenue drivers and strategic opportunities in the state

- Create and manage a portfolio of exciting donors and provide recommendations to attract and retain new donors; engage in visits, meetings, and phone calls on a regular basis
- Provide strategic recommendations to the CEO related to funding and fund development
- Strengthen commitment of current donors and prospective donors through the development of customized stewardship plans
- Oversee the development of moves management approach to individual gift cultivation and stewardship

### **Organizational Care & Growth**

- Create and present annual development plan to include case statements, strategies, activity timelines, benchmarked goals, objectives, and outcomes to both CEO and CFO
- Handle confidential and sensitive information with integrity and restraint
- Partner with CEO, CFO, VP, and Chief Officer of Communications & Engagement to build endowment strategies and planned giving campaigns
- Collaborate with leadership team to devise effective short- and long-term strategies to maximize opportunities to meet community needs while expanding brand and securing revenue
- Oversee timely gift entry/acknowledgement process and accuracy of constituent's records; manage event sponsorship invoices and gratitude correspondence

### **Leadership**

- Supervise the Grants, Resources, & Communications Manager

## **QUALIFICATIONS**

- A minimum of 5 years of nonprofit grant management/development experience, preferably with significant experience with major donors and foundation fundraising
- Experience overseeing government grant administration
- Vast experience and proven track record successfully writing and securing federal, state, local, and/or community-based grants
- 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
- Relationship Builder – Inspires others; active listener; engages and empowers others; invites feedback and shares ownership and visibility
- Excellent research, organizational, and communications skills with demonstrated ability to write clearly and persuasively
- High energy, positive, "can-do" attitude; flexibility; teamwork mentality; attention to detail; and high degree of initiative

- Willingness to challenge the standard thinking with new ideas, new approaches, and new solutions that focus on innovation
- Strong partnership-building and event planning skills
- Must be able to represent agency's mission and anti-oppression framework when performing work related activities
- Results-driven with superior skills in organization, planning, and attention to detail
- Excellent analytical and problem-solving skills, with experience interpreting and implementing a strategic vision into an operational model
- Skilled at conducting relationships in ways that promote mutual respect, public trust, and assurance of financial credibility
- Demonstrated ability to prospect, cultivate, and manage new accounts

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

This is a full time, salaried position (40 hours/week), requiring and offering flexible hours. Some evenings and weekends may be required. As part of a statewide coalition, the Director of Grant Management & Sustainability will be based in OAESV's Independence/Cleveland or Columbus Office, with some remote capabilities. Candidate must have the ability to communicate regularly with all OAESV staff and to travel throughout the state as needed, including for regular all-staff meetings. Proof of valid driver's license, acceptable driving record, and auto insurance required, or ability to use alternate transportation.

OAESV offers a robust and competitive compensation package to all eligible employees after applicable employment periods, including but not limited to:

- 40 hours of vacation time accrued each quarter
- 8 hours of sick time accrued each month
- Self-care days
- Annual mental healthcare funding for provider of your choice
- Annual professional development funding
- OAESV-paid medical premium for employees
- Employee and dependents will be eligible for medical, dental, supplemental insurance, group life insurance, and a 401k plan
- 401k match up to 4%
- 13 paid holidays

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.