



3659 Green Road
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Job Summary:

The Diversity Center of Northeast Ohio seeks a full-time Assistant Development Director to assist in exploring, initiating, and implementing fundraising efforts, including growth of individual donor base, major donor cultivation and solicitation, special events, foundation/corporate funding research, and direct mail appeals.

Essential Duties:

- Assist with preparation and execution of fundraising strategies for individual and institutional giving through all channels, including direct mail, online giving, special events, social media, major donors, and planned giving
- Assist with the conceptualization and design for direct mail and online giving initiatives
- Assist in research, identification, and cultivation of major donors
- Interact and communicate with Board of Directors
- Identify and cultivate corporate and private foundations and assist with submissions and reports
- Take a lead role in expansion of fundraising activities for School & Youth Initiatives
- Coordinate fundraising strategies with the Marketing & Communications Director for special events

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and expectations of the position.

Knowledge, Skills, Abilities:

- Familiarity with the Northeast Ohio funding community
- Ability to work independently and cooperatively
- Goal oriented and driven to achieve specific fundraising goals
- Excellent verbal and written communication skills
- Experience with grant writing
- Familiarity with relational databases and Microsoft Office

Qualifications:

- Minimum Bachelors Degree in business, marketing, non-profit management, or related field
- Minimum 5 years experience with demonstrated record of success in a variety of fundraising activities

Benefits:

- Salary is commensurate with experience
- Benefits include paid time off, group health insurance, dental, vision, and retirement plan
- Voluntary benefits available through AFLAC

To apply please email resume and cover letter to Marci Curtis at mcurtis@diversitycenterneo.org.

Application deadline is Friday, November 11, 2011.

No phone calls or third party inquiries.