

## **Group Plan Commission**

### **Director of Fundraising Development Job Posting**

**The Group Plan Commission is a civic non-profit organization that programs, manages and operates Cleveland's Public Square and works to connect people to places through public lands.**

**The Group Plan Commission is recruiting a Director of Fundraising Development for an immediate opening.**

#### **Job Purpose**

The Director of Fundraising Development creates and oversees the implementation of a strategic approach to fundraising which may include major gifts, corporate donations, grant solicitation, special events and in-kind resources.

#### **Primary Duties and Responsibilities**

The Director of Fundraising Development will perform some or all of the following duties, as well as additional duties as assigned:

##### ***Create and Manage Fundraising Development Plan***

- Collaborate on a resource development plan along with CEO and Board of Directors
- Implement the fund development plans in accordance with ethical fundraising principles
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved
- Monitor trends in the community or region and adapt fundraising strategies as necessary
- Coordinate volunteer initiatives

#### **Qualifications**

##### ***Education***

- Bachelors Degree or equivalent required
- A certificate in Fundraising Management is an asset

##### ***Professional designation***

- Certified Fund Raising Executive (CFRE) designation is an asset

##### ***Knowledge, skills and abilities***

- Knowledge of fundraising management
- Knowledge of federal, state, regional and local legislation affecting charities
- Knowledge of special event planning and management
- Knowledge of the management of volunteer resources

*Proficiency in the use of computer for:*

- Database and fundraising software
- Presentation Software
- Word processing
- Databases
- Spreadsheets
- E-mail
- Internet

*Personal characteristics:*

The ideal candidate should demonstrate the following skill-based characteristics, and should be able to lead fundraising efforts in a variety of financial climates.

- Creativity/Innovation
- Ethical financial management
- Relationship management
- Partnership
- Effective communication
- Focus on donor needs
- Foster teamwork
- Lead staff and volunteers
- Decision making
- Organized work environment
- Budget planning and forecasting
- Problem Solving

**Experience**

- 3 to 5 years of fundraising experience
- Candidates will be asked to demonstrate and share examples of successful fundraising initiatives

**Working Conditions**

- Work in an office environment or off-site pending daily responsibilities
- Work a standard work week
- May be required to work evenings and weekends during major campaigns and special events

**To Apply:**

Forward resume to [sanaajulien@clevelandpublicsquare.com](mailto:sanaajulien@clevelandpublicsquare.com)