

## **Development Director**

The Cincinnati Right to Life Development Director's primary role is to build relationships with our donors and constituents. The Development Director will execute all fundraising events and initiatives, collaboratively manage donor relations, write grants, seek new ways to increase income and reduce expenditures, collaborate on various marketing efforts, and contribute to the organization's website and social media accounts as needed. The Development Director should define both long-term and short-term fundraising strategies under the direction of the Executive Director. The Development Director should be guided by the principles that God owns everything and He is the Fundraiser. This position must be held by a pro-life individual who is wholly committed to the goal of discovering what resources God has planned for Cincinnati Right to Life each year.

### **Credentials Required**

- Bachelor's degree or higher, with an emphasis in business, marketing, or fundraising
- At least three years of successful experience as a Development Director
- Proven track record of successful fundraising and grant writing
- Have alternatives to the above qualifications the Executive Director may find acceptable.

### **Skills Required**

- Experience in planning, organizing, and administering events.
- Demonstrated ability to manage a large number of diverse tasks simultaneously.
- Demonstrated ability to work in a collaborative decision-making environment.
- Skilled in communication, presentations, networking, and asking for funds.
- Proficiency in effective use of social media outlets
- Ability to follow through on all leads for funding and volunteers.
- Ability to strategically plan.
- Experience in Estate and Planned Giving a plus

### **Personal Qualifications**

1. Be in complete agreement with Cincinnati Right to Life's belief that all life is precious and begins at the moment of fertilization.
2. Be committed to defending life from fertilization to natural death.
3. Be capable of effectively leading others and articulating clear direction and expectations.
4. Be able to communicate effectively and work closely with the Executive Director.

**Position Details:** Full-time, salaried position; reports to Executive Director

## Job Description

### Fundraising/Events

- Develop and execute Cincinnati Right to Life's fundraising plan and calendar, as approved by the Executive Director each year
- Plan and conduct fundraising activities and events
- Oversee and cover specific coordination duties for major fundraiser events (Evening for Life, Heartbeats for Life 5k, Mother's Day Flower Sale, etc.)
  - Coordinate staff, volunteers, venue contacts, meetings, vendors, publicity, notes, personal remarks, awards, videos, etc.
  - Obtain speakers, work out menus, a/v, distributed materials, etc.
  - Develop sponsorship programs and solicit sponsors
  - Create invitations and manage guests lists
  - Work with event director and planning committee for Heartbeats for Life 5K
- Work with Executive Director and board members for high-donor fundraising efforts
- Transport, setup, and man exhibit booth at events as appropriate
- Manage engagement (non-fundraising) events, as instructed by Executive Director
- Manage capital campaigns, as needed
- Oversee all other fundraising initiatives like Charity Mobile and Amazon Smile

### Donor Relations

- Broaden and secure financial support from individuals, foundations, and corporations
- Develop strategies to increase major donors and planned giving
- Support Executive Director in developing and maintaining ongoing relationships with major donors
- Manage the annual membership campaign
- Support Executive Director in direct mail fundraisers as needed
- Draft and provide donor thank you letters and receipts as appropriate, customizing letters for in-kind donations, bequests, stock donations, etc.
- Develop appropriate donor appreciation initiatives
- Cultivate new relationships beneficial to Cincinnati Right to Life

### Grant Writing

- Write grant for annual Archdiocesan award for Pro-Life Billboard Campaign
- Seek new sources of funding through grant writing

### Website/Content/Social Media

- Contribute to organization's publications as needed
- Create donor content, as needed



- Contribute to website and social media accounts as needed, always communicating in an appropriately professional and pro-life way

**Administrative/Financial**

- Work with Executive Director to establish an annual budget
- Work closely with Publications Manager for graphic design needs and mailings
- Provide Development update to Executive Director for bi-monthly board meetings
- Maintain administrative oversight of online donation portal and process
- Be familiar with stock donation/release procedures, CRTL investment advisor/company

**Perform related duties as assigned by the Executive Director**

**If interested, please submit your resume and cover letter to Cincinnati Right to Life Executive Director, Meg DeBlase, at [mdeblase@cincinnatirighttolife.org](mailto:mdeblase@cincinnatirighttolife.org).**