



Job Title: Director of Development

FSLA Status: Full Time - Exempt

Position Reports to: CEO

The mission of OPEN M, a Christian ministry, is to provide pathways out of poverty for all by feeding the hungry, caring for the sick, and strengthening the community. Our vision is to be a community leader in breaking the cycle of poverty and transforming lives, one person and one family at a time. Our core programs include the Health Services, Food Services, and Employment Services programs.

The Director of Development will fundraise, develop, and steward corporate, small business, and individual relationships in the Greater Akron region. The person will identify new opportunities to grow our donor engagement across all fundraising channels including increasing revenue through donations, corporate partnerships, special events, grants, volunteers, and individual giving. This position will be responsible for our major events, will be the steward of corporate and individual relationships, and work with the team to drive growth to achieve our mission and revenue goals yearly.

The Director of Development will also be responsible for representing OPEN M throughout the community. This includes various luncheons, dinners, and fundraisers within the community to advance the standing of OPEN M within the community.

The ideal candidate would be someone with a history of successful campaigns, events, and initiatives. A creative and strategic thinker who can spotlight the organization's multiple programs. Should have exceptional organizational, written, and verbal communication skills. This person should be a flexible team player who can communicate effectively and collaborate with the Marketing & Events Coordinator on various marketing strategies and campaigns.

Essential Duties and Key Responsibilities

- Develop fundraising strategies for generating funds from individuals, corporations, small businesses, and foundations
- Identify and solicit prospective donors who believe in the OPEN M mission
- Supervise planning, executions, budgeting, and evaluation of assigned events, including but not limited to, the Annual Breakfast and Christmas for the Love of Children program
- Assist in the promotion of the Christmas Gift Distribution event for more than 600 children
- Coordinate staff, committees, and volunteers to plan and execute fundraising campaigns
- Develop revenue projections and provide financial analysis
- Assist in the creation of the quarterly OPEN M newsletter
- Design and implement direct marketing campaigns and mail pieces (letters, mailings, etc.)
- Work with high-level volunteers to provide local leadership, resources, and donors
- Develop and implement specific stewardship and retention strategies for donors at various levels of giving, coordinating with the CEO regarding strategies for major donors
- Maintain complete and orderly records of donors and manage regular donor communications
- Research grant opportunities; write grant applications and reports

- Write monthly, quarterly, and annual department reports
- Other duties as assigned

Skills and Qualifications

- Bachelor's degree in marketing, advertising or communications
- 3 years of non-profit, fundraising, and/or sales experience preferred
- Excellent writing, communication, and computer skills
- Experience working with budgets and forecasting

Physical Demands

- Prolonged periods sitting at a desk and working on a computer or standing at events
- Must be able to lift up to 20 pounds at times
- Flexibility to work evenings and weekends as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their jobs.

Education

- Bachelor's (Preferred)- or equivalent experience

Experience

- Fundraising: 3 years (Preferred)
- Microsoft Office: 3 years (Preferred)
- Event Planning

Compensation and Benefits

- Pay: \$65,000 a year
- Job type: Full-time, in-person
- Shift and schedule: Weekends as needed, Evenings as needed, Monday to Friday
- Benefits: 403(b), Health insurance, Paid time off