

DIRECTOR OF FUNDRAISING

ORGANIZATION OVERVIEW

The Women's Fund of Central Ohio is a public foundation whose mission is to transform the lives of women and girls by mobilizing the collective power and passion of all people working together. Our vision is a world where gender equity is the norm in work and life, and we are committed to creating social change through our strategic investments in women and girls, our groundbreaking research, and our bold advocacy.

POSITION OVERVIEW

The Women's Fund of Central Ohio has an immediate opening for a full-time Director of Fundraising. The Director of Fundraising will be a key member of a small, vibrant staff and is responsible for supporting the sustainability of The Women's Fund by planning and implementing strategic fundraising initiatives to grow The Women's Fund's resources and, thus, its philanthropic impact in central Ohio. The Director of Fundraising leads The Women's Fund's overall fundraising program and must manage an active portfolio of donors and prospects, including both individuals and organizations. The Director of Fundraising builds and maintains relationships with all donors, including major donors and those with planned gifts; coordinates fundraising events and sponsorships; and represents the organization in the community.

RESPONSIBILITIES

Revenue Generation for Sustainability and Mission Impact

Directly supports the President & CEO and Board of Directors in acquiring, cultivating, and stewarding donors who provide the critical revenue necessary to support the organization and its mission. Coordinates and implements all efforts to raise revenue from individuals, corporations, and foundations, including the design and execution of fundraising campaigns; identification, stewardship, and collection of major gifts and planned gifts; identification of and applications for institutional grants; and the planning and execution of various fundraising activities, events, and other engagement opportunities. Responsible for managing all donor experiences, including the creation and distribution of acknowledgements, correspondence, and other demonstrations of gratitude. Represents the organization at community events, public gatherings, donor meetings, and other opportunities to publicize and communicate the organization's mission and garner support at all levels.

Donor Information Management

Collaborates with the Director of Operations to record and maintain complete and accurate fundraising information and ensure appropriate and prompt donation acknowledgments and other critical communications. Manages and supports the generation of standard and custom fundraising reports and mailing lists. Analyzes fundraising records to support revenue planning and budget development and monitors fundraising budget accounts. Supports the Director of Operations in coordinating and implementing accurate accounting for and collection of all revenue.

Team Participation

Contributes to a healthy, productive, and joyful team atmosphere by being flexible, taking responsibility, and showing a positive, energetic, and results-oriented attitude. Continually works to increase equity and efficiency. All team members are expected to be open and responsive to other duties and special projects as assigned.

SKILLS & EXPERIENCE

- Unwavering commitment to The Women's Fund of Central Ohio's mission
- A Bachelor's degree
- At least 5 years of fundraising experience with at least 1 year of demonstrated experience securing major gifts
- Proven reputation for interpersonal skills and ability to build relationships and interact professionally with a diverse group of stakeholders
- Excellent customer service
- Ability to work independently and collaboratively
- Strong organizational skills with the ability to prioritize, meet deadlines, be proactive, and maintain progress on long-term goals
- Strong attention to detail and focus on quality
- Excellent written and verbal communication skills
- Proficient in analyzing and understanding financial data and able to independently track progress towards quantitative fundraising metrics and goals
- High degree of discretion and confidentiality
- Strong proficiency in Microsoft Office, including but not limited to Excel, and Google applications
- Experience with constituent relationship management system software, preferably Blackbaud products

STATUS

Full-time, exempt position. Reports directly to the President and CEO. Works collaboratively with all staff members.

COMPENSATION & BENEFITS

The Women's Fund of Central Ohio offers a negotiable, competitive salary and a comprehensive benefit plan including medical and dental insurance, retirement plan, paid time off, and paid leave.

HOW TO APPLY

Please email your **resume and cover letter** to employment@womensfundcentralohio.org to apply. Include "Director of Fundraising" in the subject line. Please note that you may not receive an immediate response. Resumes will be reviewed on a rolling basis.