

Keep Cincinnati Beautiful Director of Development

These are exciting and transformational times for Keep Cincinnati Beautiful. On the precipice of the most ambitious philanthropic effort in our history, the \$5.5MM Imagine the Impact Campaign will transform not only Keep Cincinnati Beautiful but the Greater Cincinnati community as well. Funds raised will support Keep Cincinnati Beautiful's first permanent home and create innovative programming to meet the needs of the 52 neighborhoods of Cincinnati and beyond, ensuring our region remains one of the cleanest in the Midwest.

The Director of Development is responsible for planning, managing and implementing activities that increase, diversify and sustain philanthropic support for Keep Cincinnati Beautiful from individuals, corporations, foundations and the government. Keep Cincinnati Beautiful is a \$2.3 MM/year organization, with an annual target of philanthropic support of \$750K and a goal to increase 10% per year.

If you want to be part of a team that transforms and empowers communities by creating vibrant and clean spaces, this may be the place for you. In the past 10 years, Keep Cincinnati Beautiful has educated 200,000+ children, planted 100,000+ trees and flowers, coordinated 120,000+ volunteers, and painted 1,000+ buildings. Perhaps our greatest impact is what people don't see, like the eight million pounds of litter and 42,000+ tires collected, 7,000+ graffiti tags removed and dozens of illegal dumpsites shut down.

Primary Functions:

- Works closely with the ED to create a shared vision for the future and develop strategic and tactical plans for achieving increased philanthropic support.
- Creates an annual fundraising budget each year with realistic, yet ambitious goals.
- Establishes and manages development operational metrics and tracks and analyzes strategic results and ROI and recommends and implements changes to improve results.
- With a focus on growing relationships and philanthropic giving, directs the development team who is responsible for executing special events and grant funding to meet or exceed revenue targets.
- Grows and manages a portfolio of 25-50 donors to enhance and increase philanthropic support by identifying prospects, researching, qualifying, cultivating, and asking.
- Manages, executes, and grows direct mail and monthly giving program.
- Communicates and interacts with leadership staff in various divisions to identify needs and to collaboratively develop clear and compelling solicitations.
- Works closely with the finance team to ensure accurate and timely revenue reconciliation.
- Manages change in a well-planned manner consistent with KCB's culture.
- Represents the organization at community and networking events.
- Remains positive and calm under pressure and with tight timelines, knowing that supporter demands can be unpredictable.
- Possesses critical thinking and problem-solving skills with attention to detail.
- Communicates effectively including sending the right message, at the right time, to the right people.
- Makes timely and effective decisions in the absence of perfect information.
- Demonstrates flexibility when seeking solutions.

General Functions:

- Assists with building long-term capacity for the organization and develops and implements ideas, programs, policies and procedures based on the organization's mission.
- Maintains confidentiality of sensitive subject matter.

- Works assigned schedule, exhibits regular and predictable attendance and works outside of normal schedule as needed to meet workload demands.
- Performs other related duties as assigned.

Qualifications:

- Bachelor degree required. Degree and/or coursework in nonprofit management, fundraising, communications, or a related field highly desirable.
- Minimum five years in fundraising leadership with a proven track record for donor cultivation and solicitation.
- Experience handling multiple demands simultaneously and proven ability to produce high-quality results in a fast-paced, goal-oriented environment.
- Experience with donor CRMs.

Skills:

- Strong business acumen and understanding of corporate hierarchy, attire, deadline, and expectations.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Great donor and relationship building skills.
- Good problem solving and conflict resolution
- Patient, friendly, compassionate, sense of humor.
- Strong project management and personal workflow skills, including ability to accept real-time feedback, manage multiple assignments and prioritize accordingly, meet timelines and deadlines, think analytically, and work independently.

This is a full-time position with full-time benefits. The individual in this role will be expected to be in the office or in the field at least three days per week. The position salary range is \$75,000-\$80,000 annually based on experience and education.

For persons interested in the position, please send a **resume and cover letter** to Jonathan Adee, Executive Director at Keep Cincinnati Beautiful. The e-mail address is **Jonathan@keepcincinnatibeautiful.org**.