



## **Job Description**

Development Manager

Full-time position

## **Position summary**

Building Hope in the City (BHITC) is a fast-paced and growing organization, with decades of history in Cleveland. We are dedicated to advancing the good of the city, magnifying the mission of Jesus, and unleashing the capability of underestimated people. Organizational distinctives:

- Midway through a \$6M capital campaign that's ahead of schedule and will expand affordable housing capacity and grow social enterprise ventures and impact.
- Providing essential programs to nearly 400 refugees and immigrants weekly through the only faith-based, community drop-in center for international newcomers in Cleveland.
- Leading holistic community development efforts on the near west side including housing, youth programming, urban agriculture and providing micro-grants to residents to improve their own street or block.
- Partnering with churches and faith leaders across the region to create a network of training, collaboration and collective impact for those communities often least seen by society, but of unsurpassing value to God.

As a Development Manager, you will play a leadership role in this transformational work, driving our fundraising efforts to support BHITC's programs and vision for our neighbors and the city. We are looking for candidates well-versed in all aspects of faith-based fundraising who are ready to invite donors and financial partners to join us in our mission.

The Development Manager will endeavor to deepen relationships with BHITC's key partners and donors, including individuals, churches, foundations and corporations. Candidates should be experienced in donor acquisition, cultivation, retention, and stewardship, as well as special events and database management, annual funding campaigns, and grant writing.

This position reports to the Executive Director and is part of a 6-person in-house Advancement team of professionals in communications, volunteer management, accounting and administration, as well as contracted grant writers and consultants. The selected candidate will join a dynamic movement of disciples committed to using a faith-forward approach in addressing city challenges and making hope in Jesus Christ tangible.

## **Duties and Responsibilities**

- Manages a comprehensive, Gospel-centered fundraising strategy for the organization that increases partnerships and financial support from individuals, foundations, businesses and churches.
- Develops fundraising goals and strategies that are clear and measurable.
- Cultivates an in-house donor caseload of major donor individuals, churches, and businesses.
- Oversees the preparation and submission of 25+ grant applications annually, primarily by managing contracted grant writers.

- Collaborates with the Communications team on regular fundraising appeals and campaigns across various mediums, including email, direct mail, and social media.
- Ensures excellent fundraising policies and procedures, including donor records management and reporting.
- Oversees all donor appreciation and acknowledgment processes.
- Manages two large special fundraising events annually, including budgeting, securing sponsorships, auctions/raffles and tickets sales; facility agreements, and volunteer teams who support event functions.
- Oversees maintenance of DonorPerfect database and collaborates with Staff Accountant to sync donor and accounting data and entries.
- Leads presentations and tours for prospective new church and organizational partners.
- Participates in staff meetings and organizational events.
- Serves on the Board-level Advancement Committee.

### **Qualifications**

- A minimum of 3-5 years of experience in fundraising.
- A bachelor's degree; certificate in Fundraising or Nonprofit Management would be considered an asset.
- Strong organizational and relationship-building skills; enjoys multi-tasking.
- Exceptionally persuasive written and verbal skills.
- Experienced at special events planning and management.
- Highly self-motivated and able to work autonomously.
- Proficient in Word processing.
- Ability to travel, access to a vehicle.
- Alignment with and passion for BHITC's mission, vision and values.

### **Benefits**

- Explicitly aligning work to issues of faith, mission and justice.
- Medical, dental and vision insurance.
- Retirement plan with employer match.
- Regular engagement with the organization's Board, executive leadership and Cleveland's philanthropic community.
- Flexible hybrid work schedule; generous PTO and leave policies; mandatory retreat days.
- Monthly reimbursements for cell phone and mileage.
- Ongoing professional development in fundraising and leadership skills.