



March 8, 2023

**Position Title:** Director of Development (“Director”)

**Reports To:** Chief Executive Officer

**Job Summary:** The Director plays an integral role in creating and executing the fundraising plan of Ohio Right to Life (“ORTL”). The Director will develop a strategic plan for the organization in conjunction with the CEO, President, Board and Staff, and he/she will lead and participate in the execution of that plan. This Director's role has a heavy emphasis on working directly with our donors to build a relationship focused approach to fundraising. We appreciate at ORTL that fundraising is a ministry and is most successful when it emphasizes the flourishing of each individual donor rather than just each individual donation. This role is responsible for managing all fundraising events, donor relationships and grants for Ohio Right to Life.

**Essential Job Functions:**

- Lead the development efforts of ORTL and oversee and implement ORTL’s fundraising events, donor relationships, database and grants.
- Develop, implement, and evaluate the annual fundraising plan in collaboration with ORTL’s team and Board.
- Help to create a culture of philanthropy with the Board, team members and donors.
- To Steward those who invest into the ministry of ORTL with intentionality, respect, and care and to honor their investment with integrity.
- Works with CEO, President and Administrative Director (“AD”) to cultivate and steward major donors.
- Handles the stewardship of donors including working with AD with donor data entry, receipting and thanking donors in a timely manner.
- Maintains and creates annual fundraising budget including projected income (Including but not limited to foundations, direct mail, major donors, churches, annual sponsorship, monthly donors, fundraisers, capital campaigns, and individuals).
- Assists CEO in maintaining and building new relationships in the community. The Development Director should also engage donors and their charitable work in the community outside of the ORTL.
- Cultivation and Stewardship of Major Donors (cultivation and solicitation of 5-6 figure gifts) including diversification of gift portfolio.
- Discovers and helps implement new areas of fundraising.
- Provides monthly reports to the Board of Directors.



**Specific requirements include:**

- Seeking a candidate with minimum of 2-3 years of professional fundraising experience or related work experience.
- Seeking a candidate who has experience in identifying, qualifying, cultivating, soliciting and stewarding current and prospective donors.
- Willing to travel, approximately 50 percent of their work time.
- Highly collaborative style; experience developing and implementing communications strategies.
- Excellent writing/editing and verbal communication skills.
- A strong implementer who manages a variety of key initiatives.
- Familiarity with donor database systems.
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.