



**Cincinnati Youth Collaborative
Development Manager**

Background:

This full time, salaried position supports the fundraising goals of the organization with key responsibilities for planning and executing special events, cultivating and building relationships with key sponsors and individual donors as well as developing relationships with program alumni. Serves as integral member of Advancement team with key relationships with IT Manager and Marketing and Communications coordinator.

Reports to: Chief Advancement Officer

Specific Duties:

1) Plan and Execute Special Events

- Leads event planning and execution including logistics, venue, permitting, timing, contractors, ticket pricing, auctions and collaborations for all development events.
- Develops and manages event timetable to ensure smooth & efficient event execution.
- Documents event procedures for use in future years.
- Assists with recruitment and supervision of volunteers for special events.
- Manages post-event evaluation, reporting, and follow-up as requested.
- Coordinates other event needs as required such as all-staff events

2) Lead Individual Donor Revenue Programs

- Builds base of individual donors including those with capacity to make major gifts via the moves management cycle including researching prospective individual and corporate donors.
- Develop and implement donor engagement strategies to enhance donor retention and increase giving levels, ensuring a personalized and positive donor experience
- Provides support to CEO and executive leadership team with donor engagement work with members of the Board of Directors.
- Identifies and maximizes matching gifts and other fundraising opportunities.
- Works with the CAO and Marketing staff to increase annual gifts through segmented messaging via direct mail, online, special events and annual campaigns.

3) Facilitate Corporate Sponsorship Strategy

- Develop and oversee the corporate sponsorship strategy for CYC in support of event and programmatic funding goals
- Cultivate and steward relationships with corporate partners to secure financial support
- Provide strategic insights to enhance long-term corporate funding partnerships based

4) Build and enhance Alumni Network

- Develop communication and engagement strategy tailored for alumni of CYC programs including both recent graduates and those spanning our 36+ year history
- Build and cultivate individual relationships with alumni.
- Execute special events to draw in and enhance connectivity to alumni.

5) Additional Responsibilities

- Serves as integral user of CYC's donor database and assists with reporting and creation of donor lists for mailings
- Works closely with finance team to ensure accurate & timely revenue reconciliation
- Stay on top of trends in digital fundraising and adopt innovative approaches to enhance digital solicitation strategies.
- Manages and mentors' advancement intern or co-op.

Knowledge, Skills & Experience:

- Bachelor's degree
- Minimum of three years related fundraising experience required.
- Must be available to work some nights and weekends as needed by event schedules.
- Demonstrated knowledge and skill in computer applications relevant to this position, i.e., fundraising software, MSOffice. Experience with Blackbaud and E-Tapestry preferred.

Starting Salary:

\$50,000 - \$57,000

Email resume

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