



**COMMUNITY  
MATTERS**



**EDUCATION  
MATTERS**

**Job Title:** Director of Institutional Advancement

**Location:** Community Matters, 2110 Saint Michael Street

**Status/Hours:** Full-time

**Reports to:** Executive Director

**Salary:** Commensurate with experience

## Job Overview

Work directly with the Executive Director to advance the sustainability and impact of Community Matters and Education Matters. The Director of Institutional Advancement will engage new supporters, advance partnerships, co-design long-term growth plans, and engage the greater community through outreach and advocacy.

## Ideal Candidate

We are seeking a passionate and engaging individual who wants to create a lasting impact at the community level. The key to success in this position is willingness to be innovative in forging a path toward change. This position has long-term growth potential, as the Director of Institutional Advancement will have responsibility for helping to ensure the sustainability and expansion of the organizations. The candidate must be willing and able to engage with both the local community and a diverse group of potential supporters/partners.

## Core Responsibilities

### ***Strategic Development***

- Work alongside Executive Director in designing and implementing long-term strategic planning;
- Engage non-profit and corporate partners in advancing the strategic vision;
- Actively engage with the Lower Price Hill community to learn from and engage with residents in community building;
- Engage with community-wide collaborative efforts to advocate for Education Matters and Community Matters;
- Co-design organization and program expansion vision/plans.

### ***Organizational Advancement***

- Advocate for the mission of Community Matters and Education Matters and work to engage more supporters;
- Help to articulate the story of Community Matters and Education Matters and share with the greater community;
- Research and engage new individual donors, solicit new major gifts (+\$1000);

- Work alongside the Development Director in grant writing, solicitation strategies, and donor relationships;
- Assist in coordination of fundraising events, including annual gala;
- Create and implement engagement strategies for the Community Matters campus, engage new renters, expand Sanctuary business, etc.;
- Work with executive leadership team on financial forecasting, sustainability planning, and long-term donor engagement.

## Qualifications

- Passionate about working in an innovative organization and passionate about the mission of Community Matters and Education Matters.
- Minimum of bachelor's degree.
- Two or three years related work experience and/or training, especially in nonprofit operations or donor engagement.
- Excellent written, organizational, and communication skills.
- Ability to flex schedule to support evening and weekend events.
- Ability to travel as necessary to perform routine tasks.
- Ability to set and achieve goals and address multiple priorities in a fast paced and dynamic environment.
- Ability to relate well to others at various levels, build relationships, and influence others.
- Familiarity with non-profit and social justice issues.

## Organization Expectations

- Advocate for the mission of Community Matters and Education Matters.
- Genuinely engage with the Lower Price Hill community to form partnerships with residents.
- Follow all workplace policies and guidelines.
- Be an active team member and help to create a caring, open, and supportive environment for all staff members, community members, and volunteers.

## Benefits

- Full coverage of health and dental benefits for employee
- Two weeks paid vacation
- Two week paid time off from December 18 – January 2

## How to Apply

Send a cover letter, resume, and two professional references to Mary Delaney at [Mary@cmcincy.org](mailto:Mary@cmcincy.org) and cc Emily Eskridge at [Emily@cmcincy.org](mailto:Emily@cmcincy.org)

Application deadline: July 7, 2017

*Community Matters and Education Matters provides equal employment opportunities (EOE/M/F/D/V/SO) to all employees and applicants for employment.*