



**Job Title:** Advancement Officer, Grants & In-Kind Giving

**Location:** Community Matters, 2104 Saint Michael Street, Cincinnati, OH 45204

**Status/Hours:** Full-time

**Compensation Type:** Non-exempt, salary, paid bi-weekly

**Compensation and Benefits:** Competitive salary range starting at \$45,000 annually. Flexible work arrangements. Health insurance. Life insurance and long-term disability coverage. 2 weeks PTO per year, plus 3 weeks off for holiday breaks.

**Reports to:** Chief Advancement Officer (CAO)

## Job Overview

The Advancement Officer will work directly with the CAO as part of the Development and Communications Team to meet the diverse fundraising goals of Community Matters. The primary role of this position will be grant writing and management (75%). Secondary responsibilities will include in-kind giving (20%), and other development support (5%). The position will also collaborate with the team on other development and communications projects, as needed.

## Core Responsibilities

### Grant Writing & Management

- Works with the CAO to research, identify, and evaluate grant opportunities.
- Manages grant writing and reporting for about 1/2 of our annual requests for support resulting in approximately \$400,000 in income, and may assist the CAO in collaboratively writing complex, major proposals, as needed.
- Coordinates reviews of proposals, agreements, and reports with the CAO in a timely manner prior to deadlines.
- Ensures detailed record-keeping for all prospects, instructions, application schedules, grant agreements and related documents, funder restrictions or designations, and reporting due dates.
- Ensures all required information and supporting documentation are addressed in the format required by the proposal and outlined by the specific funder.
- Assists with foundation relationship management, including tours, meetings, communications, etc.
- Assists the CAO and other leadership staff in periodically monitoring outcomes and budgets related to funded grants.
- Helps ensure the organization is represented at appropriate networking and information exchange opportunities.

### In-Kind Giving

- Lead implementation of in-kind giving strategy for program-level needs, including but not limited to the Community Market food pantry, Opportunity Hub snack bar, LPH Community Gardens, Outerspace creative hub, and Education Matters classes.
- Lead implementation of in-kind giving strategy for special event needs, including organizing silent auctions and raffles as part of our annual, year-end Gala and toy collection for our annual Holiday Toy Sale.
- Manage relationships with current in-kind donors and identify and solicit new donors.
- Manage logistics for collection, pick-up, and/or receiving donations.
- Ensure consistent process for and tracking of in-kind donations across giving strategies.

### Other Development Support

- Assist with special events, including serving on event planning committees, event set-up, night of operations, etc.

- Assist with “friend-raiser” and cause-based events, as needed.
- Assist with updates of donor recognition on lobby displays and website.
- Assist with mailings and other communications collateral for giving campaigns, sponsorship packets, special events, and other department communication.

## Position Qualifications

### Experience

- Bachelor’s degree in Business or Public Administration, Writing, English, or a closely related field;
- Minimum 3 years of nonprofit experience with grant writing experience highly preferred;
- Demonstrated success in relationship building, both internally with colleagues and externally with clients, donors, and volunteers;
- Demonstrated knowledge of data management;
- Strong written and verbal communication skills;
- Extraordinary attention to detail;
- Comfortable making a direct ask for support;
- Commitment to and enthusiasm for the mission of Community Matters;
- Flexible, focused team player who can prioritize and multi-task;
- Self-motivated and well-organized; and
- Available to work occasional weekends and evenings.

### Organization Expectations

- Actively participate in all Community Matters events;
- Maintain professional relationships with coworkers, partners, donors, and neighbors;
- Advocate for the mission of Community Matters;
- Be present in your work and remain positive in your approach;
- 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; and
- Employees of Community Matters must be vaccinated against COVID-19.

## About Community Matters

Founded in 2014, Community Matters exists to create a thriving and more just community by removing barriers to opportunity. Community Matters is rooted in the Lower Price Hill neighborhood of Cincinnati, Ohio, and we believe that all people can thrive when positive opportunities exist within their community. Our work focuses on four core areas: 1) Family Sustainability– ensuring all families have the resources to meet their goals; 2) Education Pathways– adult learners have the opportunity to advance their knowledge and skills; 3) Resident Leadership– residents spearhead community development and hold power in community institutions; 4) Thriving Community– Lower Price Hill is an affordable and vibrant place to live. For more information, visit [www.cmcincy.org](http://www.cmcincy.org).

## To Apply

To apply for this position, please send a brief introduction, resume, and 3 references to [Patty@CMCincy.org](mailto:Patty@CMCincy.org) prior to Friday, September 29<sup>th</sup> at 5pm.