



Job Title: Development and Fundraising Manager

Reports To: Director of Programming & Development

Location: Cincinnati, Ohio

Employment Type: Full-Time/Part-Time

Organization Overview:

Mercy Neighborhood Ministries is a small but dynamic team dedicated to our mission of empowering disadvantaged women and seniors through proven programs that educate, foster self-sufficiency, and support enhanced quality of life. We strive to create a positive impact and foster a collaborative, inclusive work environment.

Position Overview:

The Development Manager is a key member of our team, responsible for implementing the agency's fundraising strategy under the guidance of the Director of Programming & Development. This role manages day-to-day fundraising activities and coordinates fundraising events to support the agency's financial goals. The Development Manager works closely with staff, volunteers, and stakeholders to advance the agency's mission.

Key Responsibilities:

- **Fundraising Strategy Implementation:** Assist the Director of Programming & Development in developing and executing the annual fundraising plan, including individual giving, corporate sponsorships, grants, and special events.
- **Event Planning and Execution:** Plan, coordinate, and execute fundraising events, including managing event logistics, securing sponsorships, and coordinating volunteers. Ensure events align with the agency's mission and brand, meet revenue targets, and provide a positive experience for patrons.
- **Database Management:** Manage the donor database, ensuring accurate and timely entry of donations, maintenance of donor records, and generation of reports to track progress toward fundraising goals.
- **Communications and Marketing:** Assist in the development of fundraising materials, including appeals, newsletters, social media content, and annual reports. Assist in crafting messages that effectively convey the agency's impact and fundraising needs.

- **Grant Writing Support:** Assist with identifying relevant grant opportunities and providing support to the agency's contracted grant writing services.
- **Budgeting and Reporting:** Assist in developing and monitoring the fundraising budget, tracking revenue and expenses, and reporting progress toward financial goals.
- **Volunteer Management:** Recruit, train, and manage volunteers to support fundraising activities, including event support and donor outreach.

Qualifications:

- Bachelor's degree in nonprofit management, communications, marketing, or a related field; equivalent experience may be considered.
- 3+ years of experience in fundraising, development, or a related field in a nonprofit setting.
- Proven track record of meeting or exceeding fundraising goals.
- Excellent written and verbal communication skills, with experience in donor communications. Grant writing experience is a plus.
- Strong organizational skills and attention to detail, with the ability to manage multiple projects simultaneously.
- Proficiency in donor management software (e.g., Salesforce, Donor Perfect, Raiser's Edge) and Microsoft Office Suite.
- Ability to work independently and as part of a team, demonstrating initiative and a proactive approach to problem-solving.
- Passion for the mission of the organization and commitment to making a positive impact in the community.

Working Conditions:

- Occasional evening and weekend work is required at times.
- Some local travel may be needed to attend meetings, events, and donor visits.

To Apply:

- Please send your resume and a cover letter detailing your qualifications and interest in the position to ashinkle@mnministries.org with "Development and Fundraising Manager Application – [Your Name]" in the subject line.
- Mercy Neighborhood Ministries is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.