



Job Title: Fund Development Director – Full Time

Mission of Working In Neighborhoods: Helping people create sustainable futures through community building, housing opportunities, and financial education.

Accountable to: Executive Director

Position: The Fund Development Director is responsible for planning, organizing and implementing fund development strategies for WIN, especially the cultivation and stewardship of our donor base. The director directs and coordinates all fund development initiatives, including planned giving, annual giving, donor development and recognition, and special events. Provide supervision for fundraising team members. In coordination with other team members identify, develop, complete, and track targeted grant proposals.

Responsibilities:

- On-going communication and relationship building with new, current, and past donors.
- Ensure accuracy and timeliness of data base, including gift receipting, acknowledgements, and pledge reminders.
- Responsible for Annual Giving Campaigns and development of a strategy to increase the number of annual donors.
- Active team member for WIN's Signature Fundraising event with the Marketing Associate
- Grant/foundation research, proposal writing, and outcome reporting in collaboration with other WIN staff.
- Provide presentations about WIN to potential supporters (individuals & groups).
- Develop donor recognition programs.
- Commitment to collaborate with the Executive Director to fulfill fund development strategies that advance WIN's mission and values.
- Maintain a working knowledge of current fundraising trends
- Team leader for Marketing Associate and other fundraising team members/volunteers.
- Serves as staff liaison for Board Fundraising & Development committees
- Serves on the Administrative Team

**Qualifications:**

- Commitment to advance the mission and vision of WIN.
- Bachelor's degree with 2 years' experience in fund development
- Strong interpersonal communication and writing skills.
- Capacity to utilize appropriate technology to reach fund development goals.
- Focus on team-building and motivating our diverse staff, board members and other volunteers to be ambassadors for WIN and expand our philanthropic opportunities.

Compensation:

Salary range is \$50,000 - \$55,000 and includes health insurance benefits, paid time off, flexible spending account, and employee assistance programs.

Application process: Applicants should email a letter of interest, resume, and salary requirements to winfo@wincincy.org or submit by mail to Working In Neighborhoods, Attention: Personnel Committee 1814 Dreman Avenue, Cincinnati, Ohio 45223