



Job description

Position title:	Engagement and Development Director
Salary range:	\$65,000-\$70,000
Benefits:	Paid time off, medical, dental, vision, retirement per current Employee policies
FLSA Status:	Full-time, Exempt
Job type:	Staff
Category:	Permanent
Reports to:	Executive Director
Desired start date:	Open until filled. Applications will start being reviewed on July 18th.

Job description summary:

Cincinnati Preservation Association (CPA) is a small nonprofit membership organization dedicated to advocacy and education for the preservation of historic resources in the Greater Cincinnati area. CPA seeks a full-time Engagement and Development Director. This key staff position is responsible for leading efforts in three areas: 1) marketing, promotion, communications, and public engagement; 2) membership and development; 3) event planning and management. The person in this position will lead CPA's brand and reputation management and tell the stories that connect people with historic places and the work of CPA.

Candidates must be professional, energetic, organized, and self-motivated, with the ability to work with committees and independently. A high degree of discretion, integrity, poise and tact is necessary. Candidates must possess excellent written, verbal, and interpersonal skills. A strong desire to work in a non-profit organization and interest in the preservation of historic resources is preferred of all applicants.

Duties and responsibilities:

Marketing, promotion and public engagement

- Serve as staff lead for marketing and public engagement through annually developing and managing a public relations and marketing schedule.
- Produce print and email newsletters.
- Write and distribute news releases. Establish and facilitate media relationships.
- Produce, maintain and update content for website.
- Develop and maintain relationships with other organizations with whom CPA can partner in support of shared goals and objectives.
- Serve as lead staff for the coordination and use of CPA media channels.



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Membership and Development

- Manage CPA's fundraising efforts including membership program, annual fund appeals, planned giving, corporate memberships and sponsors, foundation grants and donor stewardship.
- Track donations using DonorSnap software.
- Compose solicitation, renewal, and thank you letters to members and donors.
- Maintain DonorSnap membership database and coordinate annual membership renewal initiatives.
- Produce an Annual Report.

Event planning

- Responsible for logistics planning and management (catering, facilities, program, registration, manage volunteers) for major events.
- Solicit sponsorships of events through written and verbal contact.
- Marketing and promotion of all CPA events via traditional public relations, social media, and organizational outlets.
- Responsible for adhering to event budgets and overall organization budget.

Team support

- Support the Executive Director and other staff members in execution of their responsibilities as needed. This includes participating in an all-hands-on-deck approach during critical time periods and routine daily support including answering telephone inquiries and greeting visitors.
- Support the Preservation Director and Black Sites Researcher on the marketing and engagement for public education projects that will improve and expand CPA's reach into the broader community.
- Coordinate with other CPA staff and CPA Board of Trustees to solicit and secure venues for tours, programs and events, volunteer management for events and programming, and manage development of promotional collateral for programming and events.

Skills and Qualifications:



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- Bachelor's Degree in Marketing, Communications or related discipline.
- Minimum of three years successful experience in marketing and promotion.
- Experience in fundraising, membership management and donor relations.
- Experience in event planning and management and graphic design is desirable.
- Advanced level skills in Google for Business Suite, Microsoft Office Suite, Adobe Suite, and social media channels (Facebook, Instagram, Twitter, Linked In).

Essential functions:

- Frequent communication via phone, text, email, and letters.
- Typical office environment with desktop or laptop computers, printers, multifunction printer/scanner, postage meter.
- Requires sitting for long periods of time. Occasional reaching, bending, and squatting.
- Lifting materials up to 25 pounds on occasion.
- Occasional local travel.
- Other duties as assigned.

Perks and benefits:

- Support a small nonprofit membership organization dedicated to advocacy and education for the preservation of historic resources in the Greater Cincinnati area.
- Flexible hours.
- Ability for a hybrid work environment (in office time required).
- Work related mileage is reimbursable.
- Benefits package including health, dental and vision insurance or stipend, retirement savings plan matching, paid time off, paid holidays, paid parental leave.

To apply - send your resume, cover letter, and communications/ marketing writing sample, such as a press release, membership/annual appeal letter, or newsletter to hr@cincinnati-preservation.org

Cincinnati Preservation Association is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy, sexual orientation, gender identity or gender based pay), national origin, disability, age (40 or older), genetic information (including family medical history) or veteran status. Cincinnati Preservation Association actively seeks opportunities to include members of these groups in its programs and activities.