



The Coalition on Homelessness and Housing in Ohio (COHHIO) is seeking a full-time, self-motivated, experienced individual to fill the position of Development Director. This position is full-time and will work under the direction of the Executive Director to implement the fundraising and revenue generating strategies that align with the COHHIO mission.

Purpose: This position is responsible for the development program of COHHIO, including initiating, managing and evaluating sources of private, public and philanthropic revenue. The Development Director will stimulate financial support and enhance the total growth of the organization in a way that is consistent with COHHIO's mission and goals.

Qualifications: Bachelor's degree from an accredited college or university, or equivalent; five years of relevant experience; proficiency with Microsoft Excel and Word; ability to learn and effectively use Raiser's Edge software.

Primary Responsibilities:

- Lead the design and implementation of a comprehensive fundraising program
- Generate revenue by prospecting and securing local corporate sponsorship, major gifts, and individual donations. Achieve revenue goals by building and maintaining relationships.
- Research new foundation grant opportunities, submit foundation grant applications, and manage grant reporting responsibilities in a timely manner.
- Research, cultivate, and maintain a pipeline of prospective corporate sponsors and donors that align with COHHIO's mission.
- Plan and implement the fund development aspects to COHHIO's annual conference and other events in collaboration with internal staff and external partners.
- Use innovative means in designing and implementing strategies for increasing fundraising efforts.
- Manage and grow donations through Community Shares and other employee donation programs.
- Monitor campaigns activity to evaluate annual fund activities, overall dollars raised, and other key performance indicators.
- Prepare reports and presentations to keep leadership informed of annual progress.
- Directs the management and utilization of the designated donor tracking system.
- Work with a Communications Director to support and promote campaign communication plans.



Salary range \$70K - \$85K based upon experience. Benefits available.

COHHIO is committed to cultivating and preserving a culture of equity and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring. COHHIO especially welcomes applications from individuals with lived experience related to our mission.

Applying for this position

1. Send via email to amyriegel@cohhio.org
2. Subject line should read: Development Director
3. Attach both resume and cover letter in PDF format
4. Applications received not following above instructions will not be considered

COHHIO will acknowledge receipt of your submission.

Applications will be accepted until the position is filled.