

# Price Hill Will

## Development Director

*Full-time position with benefits*



### Summary of Position

**Price Hill Will (PHW)** seeks a highly organized, creatively minded, and experienced individual for the position of **Development Director**. The Development Director will work closely with PHW staff, board, and partners to co-design a fundraising strategy. The Development Director will lead the execution of fundraising efforts. The successful candidate will have a proven track record of delivering measurable results in the areas of fundraising, major gift development, leading diverse teams, and motivating others. The position reports to PHW's Executive Director.

### Working at Price Hill Will

Price Hill Will is a 19-year-old community development corporation founded by a group of dedicated volunteers. We have an annual operating budget of approximately \$1.3 million, and about half of our budget is dedicated to MYCincinnati. We have a team of incredibly dedicated staff who care passionately about Price Hill, PHW, and will support fundraising efforts. We are dedicated to hiring candidates that represent our community and align with our mission and values, including equitable practices. Most of our work is done in collaboration with other staff, board, and volunteers.

## Development Director Job Description

### General Responsibilities

- Direct and manage the strategy and execution of PHW and MYC's development operations with support from internal team and Board of Directors
- Achieve or surpass fundraising goals and provide periodic reports on progress towards goals
- Understand, represent, and communicate PHW and MYC's mission, vision, and core values
- Serve as PHW's main grant writer and donor liaison in all stages of fundraising
- Work with staff to achieve fundraising goals for special programs and events
- Diversify PHW's funding streams
- Lead the Board's Marketing & Development Committee
- Serve as a spokesperson for PHW as needed
- Support the Marketing/Communications Team in implementing a marketing and promotions plan, including a social media strategy, annual report, videos, and newsletters

### Fundraising Operations

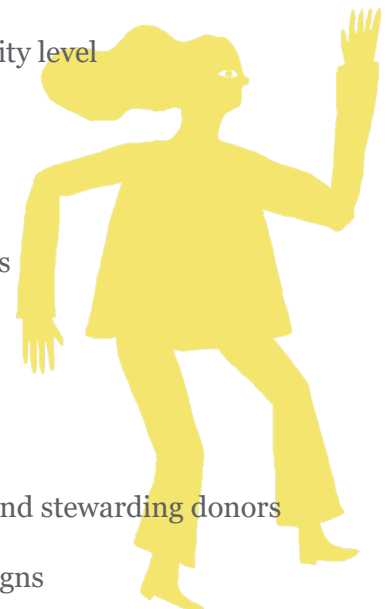
- Manage overall fundraising operations, including annual fundraising plan, meeting preparation, special event campaigns, gift processing, and post-gift donor management
- Develop, implement, and manage innovative strategies for fundraising at the community level
- Effectively use and improve PHW's Salesforce database
- Organize development data and program outcomes to be accessible to internal teams

### Grant Administration

- Continually research local, regional, and national grant opportunities
- Lead and execute grant narratives and collaborate with staff on detailed program needs
- Submit high-quality grant applications on behalf of PHW
- Manage our grants database and monitor grant report deadlines to ensure compliance
- Cultivate, maintain, and strengthen relationships with donors and foundation trustees

### Major Gift Development & Individual Giving

- Design, direct, and execute PHW's first major gift program
- Prioritize and communicate actions for staff and board around cultivating, soliciting, and stewarding donors
- Increase the number of sustaining donors
- Work with staff to design and execute ambitious, effective, and creative annual campaigns



## Qualifications & Experience

- Bachelor's degree required
- Minimum 5 years of work experience in non-profit fundraising
- Appreciation for and understanding of diversity, equity, and inclusion
- Expertise in program budgeting and financial reporting
- Experience using Salesforce
- Experience with community development and/or arts non-profit organizations preferred
- Proven achievement in designing and executing successful fundraising strategies
- Must be able to work some nights and weekends, and to travel occasionally for work
- Must pass BCI and FBI background check

## Candidate Profile & Skills

- Highly organized and self-motivated
- Optimistic and resilient, especially in the face of challenging, high-pressure situations
- Extremely flexible and adaptable in an ever-changing work environment
- Skilled collaborator and confident leader of a diverse team of staff, Board, and volunteers
- Exceptional time management skills, ability to manage multiple projects with different timelines and meet deadlines
- Impeccable written and oral communication skills
- Strong storyteller with the ability to inspire and engage donors, supporters, and partners through the presentation of PHW's mission and core values
- Deep understanding of the beliefs, contexts, and motivations of the local and national philanthropic sector
- Excited to work and thrive in diverse communities and settings
- Socially engaged and critically reflexive, passionate about aligning the work with equity-based and/or social justice frameworks
- Women and BIPOC strongly encouraged to apply

## Salary & Benefits

- Salary \$58,000-\$65,000, commensurate with experience
- Health, dental, vision, and life insurance and Simple IRA available
- Flexible vacation / PTO policy
- Supportive and flexible work environment

**To apply, please prepare one PDF document with the following materials: cover letter, resume, and three professional references (include at least one supervisor).** Inaccurate and/or incomplete applications will not be reviewed. Please email to [isaac@pricehillwill.org](mailto:isaac@pricehillwill.org). Applications will be reviewed on a first come, first served basis.

*Price Hill Will does not discriminate in hiring or service delivery based on race, color, religion, sex, age, sexual orientation, gender identity, national origin or ancestry, veteran status, or physical or mental disability unrelated to an individual's ability to perform the job, in accordance with applicable laws.*

