



## POSITION DESCRIPTION

**Position:** Director of Development

**Reports To:** Executive Director

**Job Status:** Exempt

**Salary:** Commensurate with experience

**Benefits:** Paid time off, medical/dental/life insurance, and retirement

**Hours:** Minimum of 40 hours per week; some extended hours, including evenings and weekends (depending on events)

**Location:** Independence, OH with travel throughout our 33 county region. Hybrid work schedule from home and office.

**ALS Association Northern Ohio Chapter (ASLANOC) helps people with ALS and their families learn more about the disease and provides vital patient and community services. ALS Association is leading the fight to treat and cure ALS through global research and nationwide advocacy while also empowering people with Lou Gehrig's Disease and their families to live fuller lives providing them with compassionate care and support.**

## POSITION SUMMARY

This is an important time for The ALS Association Northern Ohio Chapter. The Association is expanding care services, fundraising and its reach within its region. The Director of Development will be responsible for the successful planning, implementation and evaluation of the Chapter's fundraising strategies including the development of an annual stewardship event, major gifts, foundation and institutional grants, annual giving and planned giving. The Director of Development will work in tandem with the Events & Marketing Departments to develop a pipeline for continuous giving.

## RESPONSIBILITIES

- Develop and maintain relationships with community leaders, businesses, foundations, etc. to promote Chapter fundraising activities in multiple areas, including grants, major gifts, annual giving, and planned giving;
- Create and manage a portfolio of individual, corporate and foundation prospects, developing fundraising strategies and taking primary responsibility for fulfillment and stewardship;
- Develop and oversee new fundraising/stewardship event(s) to increase awareness and donations;
- Assign, strategize, and provide support for board fundraising and stewardship activities;
- With the Executive Director, establish and achieve specific annual revenue goals and expense budgets in relation to the Strategic Plan;
- Promote The ALS Association to organizations, businesses and other community groups to foster on-going relationships;
- Develop and achieve goals for volunteer development and donor stewardship;
- Serve as lead staff on the Development Committee;
- Organize and execute the Annual Fund Campaign to increase revenue.
- Recruit, train supervise, and foster growth for development staff;
- Support Events & Marketing department as needed in execution of Chapter's Signature Walk to Defeat ALS events;
- Other duties as assigned.

## REQUIRED EDUCATION, QUALIFICATIONS AND/OR EXPERIENCE

- Bachelor's degree and three to five years of progressive experience in nonprofit fundraising, relationship building, and community development;
- Proven track record of identifying, cultivating, soliciting, and stewarding major donors, sponsors, and planned gifts. Solid planning, organization, communication, and computerized donor management skills;

- Successful internal and external collaborations and partnership experience;
- Self-motivated and able to work independently with limited supervision;
- Strong presentation skills, including demonstrated verbal and written communication skills;
- Experience in recruiting and managing volunteers and volunteer leadership;
- Ability to work extended hours, evenings and weekends as needed and travel throughout the Chapter territory; occasional national travel also required and following the current state and National rules regarding COVID regulations.
- Current driver's license and proof of insurance;
- Strong computer literacy; knowledge of Microsoft Office, Salesforce/Classy software a plus;
- Commitment to the mission and vision of The ALS Association.

#### **SALARY/BENEFITS**

Salary is commensurate with experience. The ALS Association Northern Ohio Chapter offers a generous benefits package including 100% employer paid medical and dental premiums, employer contribution to Health Spending Account, 15 paid holidays (including the full week between Christmas and New Year's Day), Simple IRA retirement with employer match, full reimbursement for employer-required licensure (if applicable), professional development reimbursement, generous Paid Time Off, and more.

*The ALS Association Northern Ohio Chapter is an equal opportunity employer and believes that each team member makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities outlined in a job description. This job description, therefore, is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each team member will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.*

**Qualified applicants should send a resume and cover letter to [employment@alsaohio.org](mailto:employment@alsaohio.org). No phone calls please.**