



Fund Development Manager Job Description

HBC is seeking a skilled professional to manage, implement, and expand the organization's fund development activities. With the support of the Executive Director and Board of Directors, the Fund Development Manager will have the specific responsibility to lead a capital campaign, generating philanthropic support from foundations, corporations, and individuals in addition to supporting the overall growth strategies of the organization.

-----POSITION DUTIES-----

The Fund Development Manager reports to the Executive Director and is responsible for managing the daily activities of the non-profit organization's development programs and fundraising campaigns.

Primary Roles & Responsibilities:

Planning

- Develop and implement a comprehensive written annual development plan with strategies for established and prospected funding sources in each constituent group including: individuals, grant makers, organizations, corporations, etc.
- Provide monthly reports to the ED which measure progress towards achieving the plan.
- Broaden HBC's fundraising by developing approaches such as planned giving, solicitation of bequests, and endowment programs.

Grant requests and administration

- With support from the Executive Director and other team members, researching and write grants.
- Provide timely reporting and ensure compliance as required by grant award documentation.
- Administer draw requests for any funding sources which operates through a "draw down" or reimbursement process.
- Create and implement major gifts program, planned giving program, and volunteer giving program.
- Identify and pursue new sources of corporate and foundation funding.
- Build and maintain relationships with major donors of all types, develop strategies for solicitation, and solicit or coordinate the solicitation by other staff, board or volunteers, as appropriate.
- Create and update collateral materials to support gift cultivation.
- Ensure that the grants and donor database information is current and accurate.
- Acknowledgement of all grants, gifts and donations.

Capital Campaign

- Develop and implement a comprehensive capital campaign plan, working with the Executive Director and Capital Campaign Advisory Committee.
- Promote events to the business community as a way to support HBC and provide support to those groups that want to host an event.
- Work with appropriate staff and volunteers to ensure that all aspects of a successful events are coordinated and desired towards goals are obtained.
- Develop and solicit sponsors for houses and events as needed.

Public Relations and Marketing

- Write press releases and media alerts.
- Develop and maintain media contacts with area media outlets.
- Oversee and direct all media relations, social media communication, media production and general branding of the affiliate and all its programs.
- Create marketing materials.
- Build and sustain working relationships and communication with community associations; public and private sector entities; business leaders; neighborhood advocates and residents; lenders; grant funders; faith based organizations and churches; and other institutions.

Other duties as assigned

**-----POSITION QUALIFICATIONS-----**

- B.A./B.S. with an emphasis or concentration in business, marketing, public relations or related field.
- Two – five years' professional development and fund raising experience.
- Experience and contacts throughout Northeast Ohio are a plus.
- Advanced PC skills and expert proficiency in Microsoft Office Suite (Donor database experience desirable).
- Desire to work as part of a team and willingness to promote the principles and views of HBC.
- Ability to work with minimal supervision – self-motivated & confident
- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.
- Confident public speaking and able to express ideas verbally and in writing.

Desired Qualifications:

- Fluent in Spanish (i.e. speaking, reading and writing)
- Demonstrated involvement with the Hispanic community

Please submit cover letter with salary requirements and resume to:

Hispanic Business Center
c/o Jenice Contreras
2511 Clark Avenue
Cleveland, OH 44109
jcontreras@hbcenter.org

HBC is an Equal Opportunity Employer and is in compliance with Title VII of the Civil Rights Act of 1964 as amended, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973, and employs without regard to sex, race, color, national origin, religion, age, handicap or veteran status. Additionally, it is the policy of HBC to maintain a work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regard to any term or condition of employment.