



Fund Development Officer Union-Miles Development Corporation- Position Description

Job Title:	Fund Development Officer	Reports To:	Executive Director
Department:	Corporate	FLSA Status:	Non-Exempt
Date:	August 2022	Approved By:	Executive Director

PURPOSE

Union Miles Development Corporation is seeking motivated and intellectually curious applicants interested in managing and coordinating grant writing and fund raising for the organization. The Officer is responsible for understanding the wide variety of programs conducted by UMDC that strengthen and develop both the physical and human infrastructure of Cleveland's Union-Miles neighborhoods

The ideal candidate is a highly organized and enthusiastic generalist with good writing and communication skills to help UMDC move the community forward. This employee will work alongside a diverse staff to lead grant writing and highlight successes through social media. Ideal candidates are ones that enjoy working with teams and are able to give direction on one project while taking direction on another. Staff members at UMDC generally work on a wide variety of projects and are oftentimes called on to assist each other.

ESSENTIAL JOB FUNCTIONS

Grants and Donor Management (45%)

1. Monitor grant opportunities from foundations, governments, corporations and prepare required documentation and adhere to deadlines to apply.
2. Manage online giving pages and e-fundraising campaigns using social media and other technologies
3. Manage UMDC Annual Appeal
4. Manage donation acknowledgements
5. Prepares grant reports in accordance with established procedures

Communications and Fundraising (50%)

1. Implement communication and fundraising for UMDC, including social media, email marketing, conventional mailings and the ability to think outside the box in seeking funding
2. Assist in development of UMDC Annual Report
3. Complete mass mailings and communications in regard to donor relations
4. Coordinate and execute fundraising events for UMDC
5. Monitor Membership Drives
6. The ability to network, generate leads and foster sustaining members

Other (5%)

1. Assumes additional responsibilities and performs special projects as needed or directed, including assisting with events and mobilizing volunteers.



REQUIRED QUALIFICATIONS

Education, Training and/or Experience

Bachelor's Degree, Masters Preferred with a preference for 1-5 years in community development or non-profit organizations. 5 plus years of grant writing experience a must

Knowledge, Skills, Abilities and Personal Characteristics

1. Knowledge and support of UMDC's mission and goals.
2. Ability to work with teams on a regular basis.
3. Ability to communicate with all levels.
4. Ability to deviate from standardized work and established procedures to resolve special problems.
5. Able to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines.
6. Basic math skills
7. Ability to operate standard office equipment and follow office procedures.
8. Able to work independently with minimal supervision.
9. Strong attention to detail; ability to perform duties with a high level of accuracy.
10. Knowledge of graphic design file formats
11. Proficiency with Office 365 required.
12. Knowledge and ability to use CRM software preferred.

Certifications, Licenses, Registrations

None

PHYSICAL DEMANDS

- Ability to operate a computer and keyboard.
- Ability to operate a motor vehicle or equipment. (Licensed and insured)
- May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds.
- May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORKING CONDITIONS

- May require availability for overtime hours during peak periods.
- Occasional day travel to various locations including project sites and off-site meetings.
- Exposure to inside and outside environmental conditions.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Union Miles Development Corporation. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

COMPENSATION

- Annual salary of \$55,000 commensurate with experience and qualifications



Applications should include:

1. Cover Letter with available start date
2. Resume
3. A writing sample solely authored by the candidate that may be relevant to this position

Application will be accepted until Monday, September 5th at 5 p.m. EDT. Please email or mail to:

Roshawn Sample, Executive Director
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Cleveland, Ohio 44105
roshawns@unionmiles.org