



Community Rowing & Sailing Center
1831 Columbus Road, Cleveland, OH 44113
www.clevelandfoundry.org

Job Description

Fund Development Specialist

The Fund Development Specialist is responsible for managing the daily activities of fund development for The Foundry. Included is building, managing, and growing a comprehensive and strategic annual giving program, overseeing execution of The Foundry's annual fundraising event and managing a small portfolio of foundation prospects. Working closely with Foundry Executive Director and Director of Business Affairs, the Fund Development Specialist will create and implement efficient and effective cultivation and stewardship strategies for prospective donors, manage a portfolio of leadership donors, plan and support its annual event, and facilitate direct mail and online fundraising campaigns. The Fund Development Specialist will work with a fund development consultant, collaborate daily with all members of the Foundry team, and report to the Executive Director.

The fundraising plan will include goals, strategies, and programming that aim to build and engage the donor base. This person will also work to ensure effective administration of annual fund gifts through acknowledgment letters, recognition of donors in the Annual Report, and the delivery of any necessary reports and communications, such as pledge reminders, to appropriate constituents.

Job Responsibilities

- Create a compelling case for support of The Foundry's Annual Fund program for current and potential donors.
- Develop and implement a plan for increased Annual Fund support and participation rates across all constituencies including board members, program alumni, friends, parents and more.
- Direct the development and production of all Annual Fund materials (coordinated with the any marketing related staff) for print, digital, and social media channels.
- Use prospect research to determine appropriate targets and solicitation strategies for individuals.
- Manage a portfolio of leadership donors and solicit constituents for Annual Fund gifts as needed.
- Produce relevant Annual Fund content for external publications.
- Help plan and execute cultivation and stewardship events for donors.
- Oversee the timely processing and acknowledgment of Annual Fund gifts.
- Produce internal and external progress reports that evaluate overall success of the Annual Fund against benchmarks and develop strategies to increase effectiveness.
- Oversee the planning and execution of The Foundry's annual fundraising event, which includes strategy, messaging, goal setting, and event logistics. The Development Specialist will work with an event committee of high-level volunteers, help steer and guide the event, solicit prospective invitees,



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sell tickets, solicit donations/sponsorship, and generally act as ambassadors to 'talk up' the event and create word of mouth buzz.

- Keep current with best practices, innovative developments, and trends in the annual giving/fund development field with a focus on organizations that serve youth.

Qualifications

- Proven skill at conceptualizing, drafting, and editing annual fund appeals.
 - Volunteer management and personal gift solicitation.
 - Must be highly organized and detail oriented.
 - Ability to multitask and have exceptional writing and interpersonal skills.
 - Must be a collaborative team player.
 - Must take initiative and work independently.
 - Possess a demonstrated ability to work under pressure and meet deadlines.
 - Must be proficient in Microsoft Office and have a working knowledge of database management.
 - Entrepreneurial and enterprising spirit is helpful.
 - Bachelor's Degree and three (3) to five (5) years of relevant development experience are required.
- Salary range \$55,000 - \$62,000. Compensation commensurate with experience.

To apply, please submit resume, cover letter and compensation expectations to Michael Ferry at mferry@clevelandfoundry.org

The Foundry

The Foundry, a 501(c)(3) organization, was established in 2015. Its mission is to transform the lives of Cleveland's youth through access to the sports of rowing and sailing. Its bold vision is to serve 1,000,000 youth in rowing and sailing. The Foundry's vision springs from the belief that people of all backgrounds should have equal access to rowing, sailing & fitness. It is committed to fostering a diverse and inclusive environment for all its community members and that financial limitations never prevent youth from program participation.

Contact Michael Ferry

The Foundry Community Rowing and Sailing Center

Director of Business Affairs

mferry@clevelandfoundry.org