



LEAGUE OF WOMEN VOTERS® OF OHIO

17 South High Street, Suite 650 • Columbus, Ohio 43215
Phone (614) 469-1505 • Fax (614) 469-7918
www.lwvohio.org

LWVO Development Campaign Director – Are you an experienced fundraising professional looking for part-time work where you can apply your skills to help a cause you believe in? Then we'd love to hear from you! LWVO is seeking a part-time development professional to manage a multi-year capital campaign.

Development Campaign Director

The League of Women Voters of Ohio Education Fund seeks a Development Campaign Director for our Columbus, Ohio state office. The Development Campaign Director will work closely with the Campaign Steering Committee, the LWVO Board and staff on implementing the *Inspire! Leadership Fund* campaign, a 5-year sustainability and growth campaign. She or he will be the lead staff member responsible for managing the campaign, including donor research and cultivation, arranging and attending donor meetings, tracking gifts, drafting donor reports and other campaign materials, planning donor events associated with the campaign, and drafting appeals for the campaign and other fundraisers throughout the year.

About us: The League of Women Voters Ohio Education Fund is a nonpartisan political organization that encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy. We were founded in 1920 by the suffragettes to empower women to become informed and active voters. Today, we have members (women and men) across the country who continue our mission to inform and empower voters to participate in their government.

Position Title: Development Campaign Director

Reports to: Executive Director

Type of Position & Compensation: This is a part-time, salaried position, and would be ideal for a mid- or late-career development professional seeking a more flexible schedule. Starting salary is \$50,000/year. We offer prorated benefits for part-time employees, which includes paid holidays, vacation and sick leave, and health insurance with optional dental and optical coverage. This position is based in our downtown Columbus office. Some travel around the state will be required to meet with donors and prospects throughout Ohio. Our regular office hours are Monday-Friday, 9am-5pm, although occasional evening or weekend hours may be required for donor meetings or special events.

Requirements: The person who will thrive in this position will be a mission-driven extrovert with the proven ability to build and sustain successful relationships, write persuasively, and listen effectively. She/he will be an exceptionally well-organized team player who knows how to think big as well as manage day-to-day logistical and administrative details needed to make this position a success. Strong development experience is a must, and experience in a political or non-profit setting is a plus, as is the ability to work efficiently as a member of a small close-knit



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(and sometimes virtual) team. Must be able to prioritize and manage projects, as well as meet project deadlines and development goals. Experience with CRM databases a plus.

Responsibilities:

- Serve as lead coordinator for an active Sustainability Campaign Committee. This campaign seeks to raise \$2 million in cash gifts and pledged bequests over a 5-year period. The Development Campaign Director will work with the volunteer campaign committee to identify and cultivate prospects for lead gifts and supporting gifts, plan and host donor cultivation events around the state, track pledges made and received, and plan donor recognition.
- Identify, research, cultivate, solicit, and steward a major donor portfolio.
- Plan and draft fundraising appeals for mail, email, and social media.
- Grow and maintain a planned giving program as part of the *Inspire* campaign.
- Set up and oversee a monthly giving program.
- Build relationships between LWVO and the corporate philanthropy community.
- Track and log all gifts received and ensure donor acknowledgements are sent in a timely fashion.
- While this position's main focus is on managing the *Inspire! Leadership Fund* campaign, as time permits the Development Campaign Director may be asked to advise and assist with other fundraising appeals and event sponsorships.
- Maintain good communication with staff and volunteers who carry out development activities for the League of Women Voters at the local and national levels, so that we can ensure we are working together to grow support for LWV.
- Provide training, as needed, to equip state board members and volunteers joining the campaign steering committee. Possible training topics include how to make the ask, how to cultivate donor relationships, and laying the foundation for making large asks.
- Provide regular status reports to the LWVO Board and to the *Inspire* campaign committee.
- Excellent record-keeping of donor records, prospect research, gifts pledged and received. Ensure donor database is updated regularly.
- Work with the Executive Director on preparing an annual report to donors and periodic special reports to campaign major donors.

How to Apply: Applications for the Development Campaign Director position will be accepted until October 31, 2016 or until the position is filled. We offer flexible hours and a comfortable work environment. To apply, please send your resume, cover letter, references, and short writing sample to Carrie Davis at cdavis@lwvohio.org

LWVOEF is an equal opportunity employer.