



JOB OPENING DEVELOPMENT MARKETING MANAGER (full time)

General Summary: The Development Marketing Manager is responsible for the leadership of fundraising activities. Success in this role will be exemplified by diversification and expansion of current fundraising strategies through increased corporate sponsorships, grants funding, annual fund campaign and new programs. Implementation of a sustainable marketing plan to increase awareness and visibility of Komen Northeast Ohio, and successful direct supervision of others is critical to the success of this role.

Primary Responsibilities for the position include, but are not limited to:

Fund Development:

- Leads the planning and execution of fund development campaigns and targeted giving opportunities.
- Manages the full cycle of effective donor stewardship programs aimed at annual renewal and upgrade of corporate and individual gifts.
- Ensures that corporate sponsorship goals and benefits are met for Affiliate events and programs including Komen Race for the Cure ®, Survivor Education Symposium, Pink Honor Roll, Annual Fund, Website, Newsletter.
- Works with Board of Director, Corporate Advisory Council, Pink Tie Guys and Fund development committee to ensure all fundraising goal are met, including, but not limited to: prospect identification, cultivation and solicitation of new donors, re-solicitation and maintenance of current corporate, foundation and individual donors.
- Manages grants solicitation; including leading all grants writing.

Marketing and Communications:

- Leads the implementation of organization's communication and media strategy plan.
- Leads the creation of effective promotional materials. Manages editorial projects such as interviews and any other opportunities.
- Leads or assists with other ad-hoc projects.

Team Management

- Responsible for the leadership, development, and performance of assigned direct report positions.
- Performs annual evaluations for direct reports with support from the Executive Director.
- Creates and manages an approved development plan for each direct report.

Other

- Assist in other activities as deemed appropriate by the Executive Director.

Core Competencies required for position include, but are not limited to:

Growing and Cultivating Relationships:

- Makes self accessible and approachable to all constituencies; takes the time to get to know others on a personal level while maintaining professional boundaries.
- Promotes being a "partner" in the community; leads and supports activities and initiatives that benefit both the organization and the community.
- Develops strong, productive, and collaborative relationships with internal and external partners.

Urgent Drive for Results:

- Balances consensus building with sense of urgency in order to respond to business needs in a timely manner.
- Evaluates each task and activity for the potential impact that it has and manages priorities accordingly.
- Works independently and collaboratively to think through issues and quickly implement solutions.

Planning and Organizing:

- Prioritizes responsibilities for self and others in order to effectively execute strategy.
- Allocates time and resources to the highest priority initiatives, effectively managing short term initiatives while keeping track of long-term goals.

- Regularly reviews progress on initiatives to ensure timely completion, while identifying potential obstacles.

Adaptability & Flexibility:

- Responds quickly and positively to change and adapts self and team as necessary to meet new challenges.
- Multi-tasks; adjusts priorities and focus as demanded by changing internal and external situations.
- Willingly steps out of comfort zone and leads stretch assignments for self and team in order to meet project and delivery demands.

Communication and Influence:

- Expresses leadership concepts and practices confidently and effectively to a variety of audiences.
- Adjusts style to manage interactions with individuals with regard to different levels and personality dynamics.
- Determines the appropriate communication mode and how best to exchange information (in person, by phone, or electronically).
- Ensures that stakeholders receive timely and accurate information and updates on progress and accomplishments.

Position Requirements

- Bachelors Degree plus 5 years of successful business and/or fundraising experience with an organization of similar size/ budget as Komen Northeast Ohio (\$2.8M annual revenue).
- Proven track record in developing and managing comprehensive fundraising programs that incorporate individual, foundation and corporate giving.
- Proven success with grants writing
- Demonstrated success at closing gifts and/or sales of \$10,000 or more among individuals and/or corporations.
- Proficiency with Microsoft Office and familiarity with donor database software
- Ability to work flexible hours, including evenings and weekends, as needed to meet organization's needs.

ESSENTIAL FUNCTIONS OF POSITION

- Fluency in speaking and writing English
- Ability to lift 20 pounds
- Reliable transportation.

Reports to: Executive Director

Working environment:

We are a volunteer driven organization with small office and staff working together to accomplish measurable outcomes. The office is located in Warrensville Heights, close to I-271 and 480 with ample, free parking.

Job responsibilities require some evening and weekend participation and Northeast Ohio travel with flexible scheduling. Training and conferences are provided by the national organization and do require periodic, out-of-state travel (mostly Dallas TX).

How to apply: Email a cover letter with salary expectations, a complete Komen application and your resume to info@komenneohio.org with subject mention: Development Marketing Manager.

No phone calls please.

Application deadline: February 28, 2012

For more information on our organization, please visit www.komenneohio.org and our national website: www.komen.org