



3220 Ira Road, Akron, OH 44333 | 330-668-8992 | [www.crownpointecology.org](http://www.crownpointecology.org)

## **Position Announcement**

February 20th, 2024

### **Development Manager**

*Crown Point Ecology Center is a 501(c)(3) nonprofit organization established as a ministry of the Dominican Sisters of Peace and incorporated as a nonprofit in 2010. The mission of Crown Point is to demonstrate the practical applications of ecology and to connect spirituality, social justice, and environmental protection while battling food insecurities in the region through organic produce donations. The vision of Crown Point is to be a role model for food security and sustainable land use through farm stewardship, advocacy, education and collaboration.*

Crown Point Ecology Center is hiring for the full time position of Development Manager, the year-round position responsible for planning, coordinating, and executing a cohesive, efficient, and successful fundraising strategy and development plan. The Development Manager collaborates with the Executive Director and Board of Directors to ensure the financial sustainability of Crown Point Ecology Center. If you are a skilled fundraising professional and/or have nonprofit management experience and are passionate about sustainability, battling hunger, preserving 115-acres of historic property including a century barn and dozens of acres of greenspace, and fostering the next generation of environmental stewards you should consider applying for this position.

#### **Position Description and Essential Duties:**

- **Fundraising:**
  - Develops and implements fundraising strategies to meet the strategic goals of Crown Point Ecology Center across various areas such as; fundraising events, planned giving, annual appeal campaign, major gifts, sponsorships and grants.
  - Collaborates with the Executive Director and Development Committee to maintain an annually reviewed fundraising strategy plan to ensure funding goals are met.
  - Routinely reviews the organization's funding sources and Identifies and seeks out new sources of funding.
  - Thoroughly researches potential grant opportunities, both regionally and nationally, from private foundations and government funding sources.
  - Completes the application process for targeted grants and tracks the spending and follow up requirements for all funding sources.
- **Events:**
  - Leads the planning process and execution of a number of key fundraising events throughout the year.

- Brings new creative and innovative ideas to increase the success of all fundraising events to bring in current and new supporters.
- Schedules, attends, and chairs the planning committee tasked to plan Crown Point’s key fundraisers throughout the year, setting timelines and identifying tasks that need to be completed for operationally successful events.
- Collaborates with the Executive Director to set attainable event goals and to create realistic budgets for each event.
- Through collaboration with the board of directors and Executive Director, creates and facilitates new programs and events to showcase Crown Point Ecology Center to new and existing supporters to strengthen relationships among donors.
- **Donor Cultivation**
  - Responsible for building strong relationships with existing and potential donors and partners including at fundraising events, small gatherings, one on one stewardship, and post gift follow ups.
  - Oversees the management of the organization’s donor relationship management software to ensure accurate and timely records are kept and maintained safely and accurately.
  - Conducts research and analysis of current supporters to identify strengths and opportunities for growth to develop new potential sponsors, donors, and board members.
- **Administration**
  - Processes gifts, grants, and sponsorships and tracks funds appropriately.
  - Responsible for any followup reporting for grants received, thank you letters, and tax receipts for all restricted and unrestricted funds received.
  - Identifies potential candidates for the board of directors to maintain a steady pipeline of qualified and interested candidates.
  - Over the course of a given year, there will be other duties identified and assigned.

**Desired Qualifications:**

- Minimum of a four-year college degree, or equivalent professional certifications required.
- At least three full years of nonprofit management/fundraising experience.
- Demonstrated success in securing funding through multiple, diverse streams (i.e., grantmaking, individual donors, institutional giving, events, etc.)
- Skilled in oral and written communication for both internal and external audiences with the ability to confidently represent Crown Point Ecology Center to prospective donors, sponsors, and to the general public.
- Experienced and knowledgeable in all processes regarding applying for and securing grant funding sources of varying sizes, including private, state and federal sources.
- Exemplary interpersonal skills as to be able to effectively communicate and interact with a wide range of personalities and individuals with varying interests.
- Strong ability to use technology to track goals and improve efficiency (i.e., Microsoft Office, web based database platforms, project management software, etc.)
- Previous experience using donor relation/management software strongly preferred, or the ability to quickly learn how to utilize such programs.
- Must be comfortable and excel at representing Crown Point Ecology Center by speaking in front of groups on various other occasions.

- All employees of Crown Point Ecology Center are required to submit to a background check and/or FBI fingerprint check prior to employment, and every 5 years thereafter.
- Must be able to fulfill all essential duties with or without reasonable accommodations.

**Working Conditions:**

- This position may require the lifting of 30 pounds at times without assistance and include some walking, kneeling, lifting, twisting, or bending.
- Must be comfortable sitting for extended periods of time throughout the work week.
- This position will be located in the office at Crown Point Ecology Center with flexibility for a hybrid schedule as needed and scheduled.

**Status, Pay, and Benefits:** Exempt status with salary of \$42,500 per year, paid bi-weekly. Full-time, Monday-Friday, must be available on occasional evenings and weekends scheduled in advance. Reports to the Executive Director. Minimal travel is required. Generous benefits package including health, dental, and vision coverage, access to 403(b) retirement plan with an employer match, and generous paid time off package. All benefits are pending a 90-day introductory period. Targeted start date is April 15th, 2024 with some flexibility if needed.

**To Apply:** Send a cover letter and resume to [kgross@crownpointecology.org](mailto:kgross@crownpointecology.org) with the subject line reading **Development Manager**. Application materials will be reviewed as they are received and this listing will close when the position is filled. Incomplete submissions may not be considered. Only emailed submissions will be accepted.

*Crown Point Ecology Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status with reasonable accommodations given for individuals with disabilities.*