



## OPEN POSITION

# Director of Development

## APPLY BY

July 17, 2020

## Director of Development – Area Office on Aging (AOoA) Foundation

The Development Director, in collaboration with the President/CEO, is responsible for executing a fund development strategy for AOoA.

### ABOUT AOoA

For more than three decades, AOoA has provided quality services that promote the health, well-being and independence of older adults, persons with disabilities and their families and caregivers.

AOoA and its network of 180 providers serve more than 40,000 older residents every year through programs that include:

- Assisted Living Waiver Program
- Family Caregiver Support Program
- Grandparents and Relatives Raising Children Program
- Senior Farmer’s Market Nutrition Program

Visit our website at [areaofficeonaging.com](http://areaofficeonaging.com).



### REPORTS TO:

President/CEO

### LOCATION:

Toledo, Ohio

### HOURS:

Full-time salaried position

### COMPENSATION:

Commensurate with experience, full benefits package provided

### TO APPLY:

Please submit cover letter (with salary requirements), resume and three references in one attachment by end of day July 17, 2020, to:

#### Emily Croak

Senior Advisor

Aly Sterling Philanthropy

[emily@alysterling.com](mailto:emily@alysterling.com)

*Only applications submitted via email will be accepted.*



# Director of Development Area Office on Aging Foundation

**APPLY BY**

July 17, 2020

[emily@alysterling.com](mailto:emily@alysterling.com)

## CORE RESPONSIBILITIES:

- **Implements a newly designed and comprehensive fund development strategy** with initial emphasis on building out the annual fund and creating a donor stewardship and cultivation (moves management) process.
- Creates a solid **infrastructure** to support this strategy, to include a gift processing and acknowledgement system, donor database and software, website enhancements, etc.
- Leads all **donor cultivation, solicitation and recognition efforts**, including prospect list creation, submission of monthly activity reports and updates to moves management strategies.
- Manages a **portfolio of 50-100** major donors and coordinates meetings between the CEO, board members and potential donors.
- Meets **annual fund financial goals**, including monthly key performance indicators (KPIs) associated with these goals.
- Develops and implements **giving societies** to increase perpetual support for programs and services.
- Develops and implements **major, capital and/or endowment campaigns** with approval from the board and executive director.
- Develops systems to **train the board** and **encourage involvement** in annual fund solicitation, personal giving and donor recognition.
- In concert with communications leadership and overall strategies, creates an external **communications plan** and fundraising materials, including a formal **case for support**. Creates a more effective and efficient system for sharing information such as impacts and financial/outcome data.
- Develops healthy and **productive relationships** with all internal stakeholders and departments including staff, board members and volunteers. Works with leadership to grow an **internal culture and commitment to philanthropy**.
- **Builds healthy and productive relationships** with external stakeholders including clients, community partners and donors. Ensures donors are not being over-solicited and communications with all are consistent.

*The above list of duties is intended to describe the general nature and level of work performed by the incumbent. It is not an exhaustive list of duties to be performed.*

## POSITION REQUIREMENTS:

- Strong commitment to serving the aging population.
- Bachelor's degree required.
- Minimum 2-3 years demonstrated fund development and/or marketing, communications or related experience, required.
- Excellent written, verbal, project management and interpersonal skills.
- Highly organized, creative and a self-starter.
- Computer literate; knowledgeable of donor software systems and Microsoft Office products such as Outlook, Word, Excel and PowerPoint.
- Must possess skills necessary to efficiently plan and implement activities within policies and procedures; maintain positive working relationship; respect rights of others; demonstrate initiative and accept accountability; effectively manage time and communicate and respond to inquiries with a sense of urgency.
- Should be accessible for meetings before and after normal work hours, as necessary.



2155 Arlington Ave., Toledo 43609

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