



Kidney Foundation
of Northwest Ohio

Here for you. Here with you.

OPEN POSITION

Development and Communications Manager

APPLY BY

April 17, 2015



REPORTS TO:

Executive Director

LOCATION:

Toledo, Ohio

HOURS:

Full-time salaried position

COMPENSATION:

Commensurate with experience

TO APPLY:

Please submit cover letter, resume, three professional references and salary requirements (combined into one attachment) by end of day

April 17, 2015 to:

Heather Gallant

Advisor

Aly Sterling Philanthropy

heather@alysterling.com

Only applications submitted via email will be accepted.



Development and Communications Manager for Kidney Foundation of Northwest Ohio

The **Development and Communications Manager**, in collaboration with the executive director, is responsible for enhancing and executing the comprehensive fund development and communications strategy to provide for the current and future needs of the Kidney Foundation of Northwest Ohio (KFNWO) (www.kfnwo.org).

ABOUT KFNWO

The Kidney Foundation of Northwest Ohio was founded in 1966 by a group of concerned physicians and community leaders who realized there was a need to provide assistance to people with kidney disease. The Kidney Foundation of Northwest Ohio works for you through patient services, education, volunteerism, research and development.

KFNWO is dedicated to helping people address the total problem of kidney disease and related disorders through:

- Direct and indirect family services.
- Working cooperatively with the treatment team.
- Making the community aware of the warning signs of kidney disease and the importance of early detection.
- Advocating for the rights of the kidney patient.
- Promoting organ and tissue donation.

Our Mission

Empowering Patients to Manage Kidney Disease

KFNWO is the area's leading advocacy and support system for individuals living with chronic kidney disease, their families, and physicians. Our goal is to ease the burden, both emotionally and financially, for those living with the disease as well as increase prevention through public education.

Development and Communications Manager

KIDNEY FOUNDATION OF NORTHWEST OHIO

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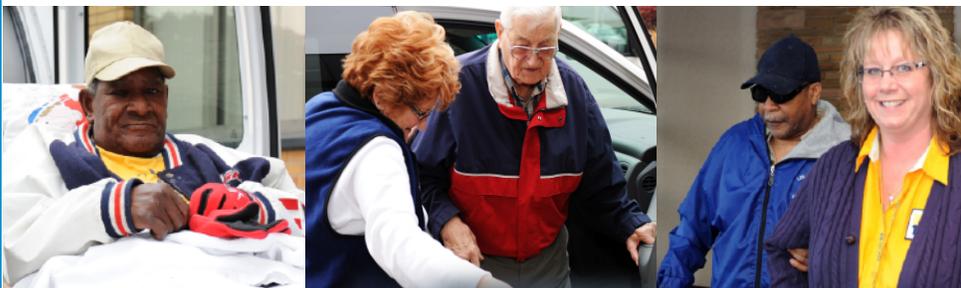
Core Responsibilities

1. In conjunction with the executive director, responsible for meeting the assigned annual fundraising financial target goals, including the monthly Key Performance Indicators (KPIs) associated with these goals.
2. Develops and executes a comprehensive and targeted annual fund strategy (all direct mail solicitations) and implementation plan.
3. Responsible for ensuring optimal donor and gift stewardship, including management of the donor database to ensure valid records, creation of donor and giving reports and adherence to gift acceptance standards.
4. Plans, implements and administers the organization's fundraising event(s).
5. At the direction of the executive director, assists with all grants prospecting, writing and reporting for organization.
6. Composes correspondence to internal and external constituencies, including proposals, solicitation and recognition letters, meeting agendas and reports for the Board. Coordinates and arranges meetings for committees and volunteers.
7. Consistently seeks to build relationships with board, community partners and donors. Enhances systems to encourage board involvement in annual fund solicitation, personal giving and donor recognition.
8. Is responsible, along with the leadership, to advance and grow an internal culture and commitment to philanthropy. Consistently seeks to develop productive relationships with staff and volunteers to create effective systems for sharing information, case successes and financial/outcome data.
9. Should be able to motivate and inspire others, have a positive perspective on work and relationships and be an asset in a dynamic team environment.

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

GENERAL REQUIREMENTS:

- Bachelor's degree from an accredited college or university.
- 1-3 years previous experience in fundraising, grant writing, events management and/or marketing/communications or working within the nonprofit sector desired.
- Excellent written, verbal and interpersonal skills.
- Highly organized, creative and self-starter who works with a sense of urgency.
- Prior customer service and database/data entry experience desired.
- Computer literate; knowledgeable of DonorPerfect (or equivalent donor software system) 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 relationships; respect rights of others; demonstrate initiative and accept accountability; effectively manage time and respond to inquiries in a timely manner.
- Should be accessible for meetings before and after normal work hours as necessary.



www.kfnwo.org