



THE OHIO FAMILY CONNECTION
Advocate • Educate • Support

www.AdoptionNetwork.org

Job Description Donor Engagement Specialist (Full-Time)

Department: Development & Communications
Supervisor: Director of Development & Communications
FLSA Status: Exempt
Starting Salary: \$38,000 - \$42,500
Telework: Partially Remote Available

The ideal candidate for this position has an ability to bring both structure and imagination to the growing sophistication of our development activities, as well as a clear grasp of core components of donor development (individual and corporate) with strong writing, presentation, and relationship building skills.

About Us

Adoption Network Cleveland recognizes adoption as a complex, lifelong and intergenerational journey for all those whose lives are touched by it. Founded in 1988, Adoption Network Cleveland provides programs and services to connect and empower all members of the adoption triad (adoptees, birthparents and adoptive parents); adoptive, kinship and foster families; youth in foster care; foster care alumni; siblings; individuals who are donor conceived or have experienced a non-adoption DNA surprise; and the professionals who serve them. Recognizing that a unified voice is a strong voice, Adoption Network Cleveland promotes community awareness and social change by advocating for progressive policies and openness in adoption and child welfare practice, policy, and law.

Job Summary

The Donor Engagement Specialist assists in the crafting of goals and strategies for the organization's development plan; oversees the annual campaign solicitations, and creates, builds, and implements strategies for donor development and cultivation, including individual giving and move management, Corporate Partners program, major donors, fundraising events, and planned giving. Supporting the Director of Development and Communications, as well as partnering with the Development Coordinator, this position provides opportunities to think big and master small details.

What You'll Do

Development Strategy

- Develop and execute Adoption Network Cleveland's annual development plan with guidance from leadership including a strategy for sustaining and expanding the base of annual individual donors which is informed by our mission, and program goals.
- Draft goals for gifts and event sponsorships.

- Strategize engagement activities for mid-level loyal donors.
- Support the Board of Directors' Outreach & Development Committee via reporting, meeting attendance, and follow-up.
- Stay up to date with best practices, trends, and research regarding development/fundraising strategies and donor engagement.

Individual Donor Development

- Conduct research on prospective and existing donors, recording notes into DonorPerfect.
- Maintain accurate donor lists.
- Develop and execute major gifts campaign, and planned giving, strategy.
- Lead cultivation and solicitation meetings with prospects, and coordinates cultivation events designed to ensure timely and targeted stewardship.

Corporate Partnerships

- Coordinate the Annual Corporate Partners program to secure new and renew annual corporate partnerships.
- Cultivate and maintain relationships with corporate donors seeking opportunities to grow partnerships and identify related new donors, through time, recognition, communications, partnership, and amplifying benefits of Corporate Partners program.

Communication, Recognition, and Reporting

- Coordinates the development and production of annual campaign solicitations via mail, e-mail, phone and social media.
- Contributes to communications, public relations, and outreach for development activities, including writing copy for outreach website, profile stories, newsletter, and development collateral.
- Communicate proactively year-round with prospects, donors, and partners.
- Update, manage, and implement donor recognition and stewardship activities.
- Utilizes relevant reporting mechanisms to track monthly and quarterly development activities and outcomes to leadership.
- Maintain a general understanding of data available to help drive donor engagement strategy.

Other

- Partner with the Development Coordinator in planning, coordination, implementation, and follow up on fundraising events.
- Assist with special projects.
- Stay updated on Adoption Network Cleveland's goals, news, and community activities.
- Provide friendly, donor-centered, customer service, and represent the organization and mission in a professional and positive manner in the community.
- Other duties as assigned.

About You

- 1-3 years of non-profit development experience AND a bachelor's, and or graduate degree, OR more than 4 years of development experience.
- Excellent written communications including the ability to adapt writing between formal and informal styles as warranted.
- Compelling storyteller, rapport builder, and listener.
- Excited to recommend new ideas, open to feedback, and known for follow-through.
- Outgoing, creative, and ability to thrive in a collaborative environment.
- Ability to know when, and how, to multitask, as well as prioritize.
- Exhibits a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.
- Appreciation of adoption as a lifelong journey with a general knowledge base of the issues involved.
- Understanding of donor databases, experience with DonorPerfect® a plus.
- Proven history of solving problems and managing shifting priorities.

Core Competencies

- Communications
- Relationship Building
- Empathic
- Organization
- Self-start / Initiative
- Perseverance
- Innovative
- Research

Additional Skills

- Microsoft Office
- Ability to work occasional evening and weekend hours.
- Clean driving record, as well as maintain adequate automobile insurance coverage or waive the classification of a driver for the organization (proof of coverage required).
- Complete Background Check (cost covered by Adoption Network Cleveland).

Work Hours

Full-Time, flexible hours, partially remote if desired.

Compensation and Benefits

Starting salary range: \$36,000 - \$42,500. Benefits include health insurance, retirement plan, short-term and long-term disability insurance, life insurance, and paid time off. Reimbursement of travel expenses.

APPLY

Send Cover Letter and Resume to HR-Dept@AdoptionNetwork.org. Open until filled.

Equal Employment Opportunity Statement

To provide equal employment and advancement opportunities to all individuals, employment decisions at the organization are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities, decisions, or practices on the basis of race, color, religion, national origin, age, gender, gender identity, gender expression, genetic information, disability, veteran status, sexual orientation, adoption status or any other characteristic protected by law.