



THE OHIO FAMILY CONNECTION
Advocate • Educate • Support

www.AdoptionNetwork.org

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.

About the Job

The Development Manager will 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 and nonprofit fundraising (individual and corporate) with strong writing, presentation, and relationship-building skills. Supporting the Director of Development and Communications and partnering with the Development Coordinator, the ideal candidate will be afforded opportunities to think big and master small details.

What You'll Do

- Develop and execute Adoption Network Cleveland's annual development plan with guidance from leadership including strategies for sustaining and expanding the base of individual, corporate, and major donors informed by our mission, and program goals.
- Maintain accurate donor lists and contact notes.
- Lead cultivation and solicitation meetings with prospects, and coordinate cultivation events.
- Coordinate the annual Corporate Partners program and lead the cultivation and maintenance of relationships with donors through time, recognition, communications, partnership, and amplifying benefits of the Corporate Partners program.
- Coordinate the development and production of annual campaign solicitations.
- Communicate proactively year-round with prospects, donors, and partners.
- Update, manage, and implement donor recognition and stewardship activities.
- Utilize relevant reporting mechanisms to track monthly and quarterly development activities and outcomes to leadership, and maintain a general understanding of data available to help drive donor engagement strategy.

- Partner with the Development Coordinator in planning, coordination, implementation, and follow-up on fundraising events, including securing event sponsorships.
- Assist with special projects.
- Provide friendly, donor-centered, customer service, and represent the organization and mission in a professional and positive manner in the community.

About You

- 1-3 years of non-profit fundraising experience AND a bachelor's degree OR more than 4 years of nonprofit fundraising experience.
- Excellent written communications including the ability to adapt writing between formal and informal styles as warranted.
- Excited to recommend new ideas, open to feedback, and known for follow-through.
- Outgoing, creative, and collaborative.
- Committed 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 preferred, 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 as special event or meeting requires.
- 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).

Compensation and Benefits

Salary Range: \$36,000 - \$49,000, based on experience. Benefits include health insurance, retirement plan, short-term and long-term disability insurance, life insurance, and paid time off. Reimbursement of travel expenses.

Work Hours

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

APPLY

Send Cover Letter and Resume to HR-Dept@AdoptionNetwork.org. Individuals who respond by Friday, May 12 will receive priority consideration.

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.