**Position:** **Director, Events & Annual Fund**

**Reports to:** Chief External Affairs Officer

**Supervises:** Events & Annual Fund Manager; consultants and interns as needed

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**Mission Statement:**

Cleveland Rape Crisis Center supports survivors of rape and sexual abuse, promotes healing and prevention and advocates for social change.

**Position Summary:**

The Director, Events & Annual Fundworks to grow Cleveland Rape Crisis Center’s annual revenues and base of supporters. As a member of the Leadership Team, this key position oversees and performs activities related to major gifts, annual fund, corporate giving and special events.

**Principle Duties** include (but are not limited to):

Leadership

* Work to further the mission of Cleveland Rape Crisis Center.
* Build and maintain relationships with donors, staff, consultants, partners and vendors.
* Act as advisor to Chief External Affairs Officer; offer accurate knowledge and information to assist in making informed decisions.
* Serve as a strategic member of the Directors Team.
* Produce annual work plan; case statement(s), strategies, activity timelines; benchmarked goals, objectives and outcomes.
* Integrate CRM and Moves Management process into existing platform(s).
* Provide leadership, guidance and development opportunities to team members.
* Serve as an ambassador of the Center.

Annual Fund

* Develop annual and special appeals; build giving base.
* Qualify, cultivate and retain Major Gift donors; leverage special events.
* Launch Planned Giving program.
* Embed Grateful Patient model into current platform.
* Improve prospect management systems.
* Maintain donor lists and profiles.
* Enhance donor engagement through appreciation and recognition opportunities.
* Analyze data and prepare reports.

Events

* Seek new supporters; capture lapsed opportunities.
* Oversee multifaceted event timeline and logistics; manage budget(s).
* Track pledges, account for receivables and supervise collections.
* Enhance donor engagement through formal stewardship program.
* Improve systems and efficiencies.
* Develop collateral materials.

**Qualifications:**   
Bachelor’s degree required. Professional experience typically evidenced by 5+ years of working in the field of fund development.

Professional must have demonstrated written communication abilities as well as honed critical thinking and relationship-building skills. The ideal candidate will be a highly organized, goal oriented, self-starter, who likes to work with autonomy. Candidates with previous leadership and development experiences are highly desired.Candidates lacking a sense of humor will not be considered.

**Hours of Work:** This is a full-time, exempt position. Occasional evening and weekend work hours will be required. This position offers a flexible schedule for the purposes of meeting responsibilities; being healthy and human.

To apply, please submit cover letter and resume to: [apply@clevelandrcc.org](mailto:apply@clevelandrcc.org)

No phone calls, please.

Cleveland Rape Crisis Center is dedicated to building a culturally diverse and pluralistic staff committed to teaching and working in a multicultural environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.