January 17, 2017

Downtown Cleveland Alliance is seeking a highly motivated and energetic professional to be part of its growing team. This individual will play a lead role in the coordination of DCA’s City Advocates Program, as well as contribute to the success of the Alliance’s fundraising and development efforts by assisting in the areas of grant writing and reporting, researching potential funding sources, event coordination, and relationship-building with funders. Opportunities to take a leadership role in new fundraising strategies will be explored. In addition, this individual will support the Alliance’s other community engagement efforts, including a variety of special initiatives, as well as working with the board of directors. Excellent written and oral communication skills are essential. An ideal candidate has experience working in a non-profit environment, is highly organized and efficient, works well under the pressure of deadlines, and has experience facilitating meetings and/or managing groups of volunteers or program participants. This individual must be familiar with- or have an interest in becoming familiar with- Downtown Cleveland and possess a strong understanding of the importance of a dynamic downtown core in our city and region.

Title: Development and Community Engagement Specialist

Reports to: Director of Development and Community Engagement

Key responsibilities:

- Coordinating the DCA City Advocates Program in collaboration with the Director, including planning and facilitation of monthly meetings.
- Helping to develop the City Advocates Program’s collaborative projects such that participants are successful and DCA’s mission is supported.
- Developing a deep familiarity and ability to write about DCA programs and initiatives in the form of grant proposals, reports, newsletter pieces, email communications, etc.
- Tracking and meeting proposal and reporting deadlines for 20+ funding sources.
- Researching new potential funding sources.
- Using donor management software for both record-keeping and communications with specific constituent groups.
- Working with marketing team to implement online fundraising campaigns.
- Providing content to marketing team for social media posts regarding development/community engagement initiatives.
- Assisting with coordinating small and mid-sized events to support goals of both development and community engagement.
- Attending periodic committee and foundation meetings.
• Developing warm relationships with staff, board members and donors.

• Other duties as assigned.

Required Qualifications:

• Excellent writing and editing skills for succinct, persuasive communication.

• Must be highly organized and detail oriented.

• Proficiency with Microsoft Word, Excel, and Outlook.

• Ability to work independently is essential.

• Outgoing and professional personality.

• Bachelor’s degree required.

• Experience in one or more of the following: fundraising, program management, database management, meeting facilitation, event planning, social media content writing.

Additional Information:

The Development and Community Engagement Specialist is a full-time position, requiring a regular 8:30-5:00 schedule and flexibility to attend periodic evening or early morning meetings. Salary commensurate with experience, plus benefits.

Please email cover letter and resume to hr@downtowncleveland.com. Applications without a cover letter will not be considered. Selected candidates will be asked to complete a sample writing assignment.

Downtown Cleveland Alliance was formed in 2006 with the mission of making Downtown Cleveland the most dynamic and compelling place to live, work, play, and visit in the region. As the only organization wholly dedicated to the current and future vitality of Downtown Cleveland, the Alliance serves to unify the distinct neighborhoods of Cleveland’s central business district under a singular vision and holistic strategy for advancement. Learn more about us at www.downtowncleveland.com.

DCA is an equal opportunity employer.