

## Director of Development

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Reports to: Executive Director

Position type: Full time, exempt

The Director of Development is responsible for the direction, strategy, and execution of the development efforts of the Ohio State Bar Foundation (OSBF). The Director will support and enhance a culture of giving through cultivation, solicitation, and stewardship of individual and corporate donors. The Director will apply best practices and innovative approaches to the administration of revenue-generating efforts, including, but not limited to, annual giving, major gifts, corporate sponsorships, capital campaigns and planned giving.

### Duties and Responsibilities

1. Oversees all fundraising plans and programs, including annual fundraising efforts, major gifts, corporate sponsorships, and planned giving.
2. Develops and cultivates relationships with OSBF members (Fellows) and other donors. Works in innovative ways to achieve full fundraising potential of the OSBF.
3. Provides support to the Board of Trustees and the Development Committee in fundraising, including education and training, development of materials, relationship management, and ongoing donor cultivation.
4. Prepares a compelling case for support and fundraising communication materials.
5. Develops, in partnership with the Board and Development Committee, the direction of the next 2–3-year development strategy to initiate and meet aggressive fundraising goals.
6. Creates and implements an effective strategy to attract major gifts, corporate donors, and planned giving.
7. Collaborates with other staff members in a team environment. Works with the Grants & Database Manager to ensure effective management of donor records and metrics and with the Marketing & Communications Manager to align messaging and storytelling efforts. Supports the Executive Director in relationship building and participates in appropriate events to represent the OSBF.
8. Assumes responsibility for all development reports to the Board and attends Board meetings.
9. Other duties as assigned.

### Qualifications

- Bachelor's degree, advanced degree preferred

- CFRE certification
- Five or more years progressively responsible fundraising experience with a proven history of achieving revenue and plan targets, directing team of volunteers; developing fundraising strategies and plans; and working with the Board and Development Committee to identify, cultivate, and solicit donors.
- Strong history of “making the ask” during donor visits to individual and corporate donors with successful results
- Excellent interpersonal, written communication, and presentation skills
- High emotional intelligence and history of working with Board and Committee members
- Strong organizational skills, diligence, and adherence to deadlines
- A strong interest in, and commitment to, the OSBF's mission
- Strong technology skills, including knowledge of Microsoft Office products
- Experience with donor information software, particularly Raiser’s Edge, desirable
- Experience working with a professional association or the legal community preferred
- Willingness to travel throughout Ohio as needed

### Benefits

The Ohio State Bar Foundation offers a generous benefits package, including health, dental, and optical insurance with a yearly HSA deposit in the amount of each employee’s health plan deductible. OSBF offers a 401(K) with employer match and an annual profit-sharing contribution. The OSBF provides ample PTO which includes almost all government holidays. The OSBF office is a hybrid workplace.

### About the Ohio State Bar Foundation

The Ohio State Bar Foundation, a 501(c)(3) organization, works to promote philanthropy and encourage service to create a more just and equitable legal system for all Ohioans. The OSBF awards \$1,000,000 in grants each year to nonprofits and government entities that are working to fulfill its mission. Visit [osbf.org](http://osbf.org) to learn more.

### To Apply

Please send **cover letter and resume along with salary requirements** to: Michele Mitchell at [mmitchell.osbf.org](mailto:mmitchell.osbf.org). No third parties or phone calls please.

The OSBF does not discriminate because of race, religion, color, gender, age, national origin, sexual orientation, veteran status or physical or mental disability.

### Salary

\$90K - \$110K, depending upon work experience and certifications