



POSITION DESCRIPTION

- Organization:** 4C for Children
- Position Title:** Development Officer
- Reporting To:** Vice President, Agency Advancement
- Position Location:** Cincinnati, Ohio

Position Summary

4C for Children (4C) is looking for a talented and dynamic fundraising executive to join our growing Agency Advancement team. The Development Officer will provide leadership in expanding 4C's base of individual and corporate donors to increase charitable support for the organization and ensure a sound financial future.

Our Mission

4C for Children (4C) is a nonprofit organization headquartered in Cincinnati, Ohio with offices in Dayton, Ohio and Covington, Kentucky. 4C is focused on preparing children for success in school and life by educating and supporting the adults who care for them. 4C partners with individual donors, corporate partners and foundations to:

- Provide free child care referrals to help families find quality child care
- Host outreach events and parenting workshops to strengthen and support local families
- Serve as the region's leading resource to train and coach child care professionals to improve the quality of care and early learning in our community
- Provide nutritious meals for children in child care who otherwise could not afford it

Qualifications

- BA required
- At least 2-4 years of non-profit development experience
- Special event fundraising experience preferred
- Microsoft Office proficient
- Strong written and verbal communication skills
- Successful experience managing and engaging volunteer committees
- Excellent organizational skills and adapts well under pressure
- Experience with donor database software-Raiser's Edge experience a plus

Key Areas of Responsibility

- Manage and grow all aspects of the organization's annual Gala in order to achieve revenue targets
- Manage and grow all aspects of the organization's Annual Giving program including individual and corporate donor accounts
- Secure and manage corporate sponsorships for the organization's annual Leadership Conference for early childhood professionals
- In conjunction with the Agency Advancement team, plan and execute an annual stewardship plan for the organization's donors
- Provide leadership managing and engaging the organization's Gala Committee
- Serve as a staff liaison with the organization's Development Committee
- In conjunction with the Development Associate, ensure that all donor data is managed in Raiser's Edge
- All other duties as assigned by the Vice President for Agency Advancement