



Fundraising/Development Operations Manager

CNP was founded in 1988 to serve the unique role of a local community development funding and support intermediary for community development corporations (CDCs), and it is a vital partner to Cleveland's community revitalization efforts. In 1991 and 1992, the New Village Corporation (NVC) and Village Capital Corporation (VCC) subsidiaries, respectively, were established to further real estate development and lending in the neighborhoods.

CNP believes that CDCs are the best instruments to drive neighborhood revitalization. They are trusted partners in neighborhoods - closest to residents and small businesses, and they exist beyond the lifecycles of individual actors and political systems, allowing them to balance the immediate and long-term needs of neighborhoods. CNP's mission is to strengthen the community development ecosystem to foster the equitable revitalization of Cleveland's neighborhoods.

Purpose

The Fundraising Operations Manager is a new position to provide structure, support, and operational discipline to CNP's individual and corporate fundraising strategies. Under CNP's five-year strategic plan, the organization is called upon to diversify and increase its revenues, which have historically been heavily supported by large, legacy foundations in Cleveland. In the last 15 months CNP has initiated individual, family and private foundation donor efforts led by the President & CEO.

The Fundraising Operations Manager will help refine and establish operational systems and processes for CNP's fundraising strategies, laying a strong operational foundation upon which CNP will build an increasingly successful and robust fundraising program. This includes extensive prospect identification and pipeline management, database administration, donor research, stewardship coordination, and reporting. The Fundraising Operations Manager will work very closely with CNP's President & CEO to elevate and enable effective prospect management and cultivation while coordinating activities across finance, advocacy & external relations, operations, and externally with consultants as needed. The Fundraising Operations Manager will report to the Chief Operating Officer, with a dotted line to the President & CEO.

Responsibilities

- Work directly with the President & CEO on individual and corporate donors and prospects, collaborating on the creation of relationship-building strategies, overseeing the execution of strategies, and generating prospect profiles and stewardship materials
- Serve as CNP's database administrator, overseeing and coordinating all processes and donor data related to data collection, gift processing, stewardship, and record management while developing and documenting new processes to better leverage data and technology to enhance CNP's fundraising and fund reporting capabilities
- Develop and administer reports to guide CNP's individual and corporate fundraising strategies on weekly, monthly, semiannual and annual cadences related to activities, progress, and donors
- Review existing fund development activities, analyze effectiveness, recommend improvements to future strategies, and identify potential new opportunities for CNP to effectively raise additional funds through new channels
- Develop engaging stewardship and case stating materials, including reports for donors, that communicate the impact of CNP and its supporters on the communities it serves
- Drafting, editing, and sending communications and follow-up messages on behalf of CNP's President and CEO
- Organizing events for small groups of donors and prospective donors, from planning to execution to follow-up.
- Provide timely reports as needed



Preferred Qualifications

- A strong commitment to urban neighborhoods and equity
- Proven success in implementation and refinement of fundraising systems and management structures
- Familiarity or mastery of fundraising CRMs, specifically Little Green Light
- 3-5 years experience in donor database administration
- Ability to manage fundraising and executive staff towards fundraising goals
- Self-motivation, commitment to operational excellence, capacity to learn, and ability to work collaboratively
- Excellent written, verbal, and interpersonal skills
- Excellent organization and time management skills

Additional Information

- Salary range is \$65,000 - \$80,000.
- CNP provides the following for employees:
 - Option to work remotely up to two days per week
 - Medical (80% of premium paid by employer), Vision (100%), and Dental (100%) Insurance available for employees and dependents; first dollar benefits contribution for out-of-pocket healthcare expenses
 - Automatic 2% contribution to 401(k)
 - Fourteen paid holidays, three weeks of vacation, and sick time
 - Generous family leave policies

Apply

- Interested applicants should provide a cover letter and resume to careers@clevelandnp.org.