

**Fund Development Officer**  
**NuPoint Community Development Corporation- Position Description**

<b>Job Title:</b>	Fund Development Officer	<b>Reports To:</b>	Executive Director
<b>Department:</b>	Corporate	<b>FLSA Status:</b>	Contractual
<b>Date:</b>	August 2025	<b>Approved By:</b>	
	<b>Revised</b> September 2025		

**PURPOSE**

NuPoint Development Corporation is seeking motivated and intellectually curious applicants interested in managing and coordinating grant writing and fund raising for the organization. The Officer is responsible for understanding the wide variety of programs conducted by CDC that strengthen and develop both the physical and human infrastructure of Cleveland's Union-Miles & Mt. Pleasant neighborhoods.

The ideal candidate is a highly organized and enthusiastic generalist with good writing and communication skills to help the organization move the community forward. This employee will work alongside a diverse staff to lead grant writing and highlight successes through social media. Ideal candidates are ones that enjoy working with teams and can give directions on one project while taking direction on another.

**ESSENTIAL JOB FUNCTIONS**

**Grants and Donor Management (45%)**

1. Monitor grant opportunities from foundations, governments, corporations and prepare required documentation and adhere to deadlines to apply.
2. Manage online giving pages and e-fundraising campaigns using social media and other technologies.
3. Manage organization Annual Appeal
4. Manage donation acknowledgements.
5. Prepare grant reports in accordance with established procedures.

**Communications and Fundraising (50%)**

1. Implement communication and fundraising for CDC, including social media, email marketing, conventional mailings, and the ability to think outside the box in seeking funding.
2. Assist in development of Annual Report
3. Complete mass mailings and communications regarding donor relations
4. Coordinate and execute fundraising events for CDC.
5. Monitor Membership Drives
6. The ability to network, generate leads and fosters sustaining members.

**Other (5%)**

1. Assumes additional responsibilities and performs special projects as needed or directed, including assisting with events, and mobilizing volunteers.

**REQUIRED QUALIFICATIONS**

**Education, Training and/or Experience**

Bachelor's Degree, Master's Preferred with a preference for 5 years or more in community development or non-profit organizations. 10 plus years of grant writing experience and fundraising strategy a must.

**Knowledge, Skills, Abilities and Personal Characteristics**

1. Knowledge and support of the southeast mission and goals.
2. Ability to work with teams on a regular basis.



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3. Ability to communicate at all levels.
4. Ability to deviate from standardized work and established procedures to resolve special problems.
5. Able to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines.
6. Basic math skills
7. Ability to operate standard office equipment and follow office procedures.
8. Able to work independently with minimal supervision.
9. Strong attention to detail; ability to perform duties with a high level of accuracy.
10. Knowledge of graphic design software and filings
11. Proficiency with Office 365 required.
12. Knowledge and ability to use CRM software preferred.

**Certifications, Licenses, Registrations**

None

**PHYSICAL DEMANDS**

- Ability to operate a computer and keyboard.
- Ability to operate a motor vehicle or equipment. (Licensed and insured)
- May require reaching, standing, walking, fingering, grasping, and feeling, and the ability to lift or move objects up to 20 pounds.
- May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

**WORKING CONDITIONS**

- May require availability for overtime hours during peak periods.
- Occasional day travel to various locations including project sites and off-site meetings.
- Exposure to inside and outside environmental conditions.

*This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of NuPoint Development Corporation. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.*

**COMPENSATION**

- Compensation commensurate with experience and qualifications
- Contractual Employee

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**Applications should include:**

1. Cover Letter with available start date
2. Resume
3. A writing sample solely authored by the candidate that may be relevant to this position.

**Please email or mail cover letter and resume to:**

Roshawn Sample, Executive Director  
NuPoint Development Corporation  
4127 East 131<sup>st</sup>, Suite 100  
Cleveland, Ohio 44105  
[roshawns@unionmiles.org](mailto:roshawns@unionmiles.org)

**ORGANIZATIONAL DESCRIPTION**

The Mt. Pleasant and Union Miles neighborhoods, located on the southeast side of the City of Cleveland, are communities with promise. They are, however, not without significant challenges.

Full of pride, full of history, and full of people who love their neighborhood, the Mount Pleasant and Union Miles neighborhoods have suffered for decades. Once considered to contain the mecca for middle-class blacks, our communities now struggle mightily just to hang on. The total population for both neighborhoods is 32,795, with a poverty rate of 67.5.

We are committed to changing the above narrative to building a community where people have pride where they live, work and play.

We are seeking to attract staff members who are willing to put in the commitment to changing the trajectory of the southeast.