



**NARAL**  
Pro-Choice Ohio

Position: Development Director  
Reports to: Executive Director  
Salary: Commensurate with experience  
Benefits: Health, dental, vision, and paid time off  
Status: Full-time exempt position (40 hours)  
Location: Cleveland, Ohio

**Organization:**

NARAL Pro-Choice Ohio is dedicated to building and sustaining a constituency that uses the political process to guarantee access to reproductive healthcare for every Ohioan, including preventive care, family planning, sexuality education, prenatal and postnatal health care, and safe, legal abortion. NARAL Pro-Choice Ohio is a grass-roots 501(c)(4) advocacy organization. Two additional affiliated organizations help advance NARAL Pro-Choice Ohio's mission. The NARAL Pro-Choice Ohio Foundation conducts public education and research intended to increase public awareness of relevant reproductive health care issues. The NARAL Pro-Choice Ohio PAC is the political action committee that conducts direct electoral work with and for pro-choice candidates.

**Position:**

NARAL Pro-Choice Ohio seeks an energetic, strategic, and innovative leader to serve as Development Director. The Development Director works directly with the Executive Director to create, manage, and execute a comprehensive development plan that supports the mission of NARAL Pro-Choice Ohio, NARAL Pro-Choice Ohio Foundation, and NARAL Pro-Choice Ohio PAC.

**Development Responsibilities:**

- Oversee all aspects of development planning and execution to raise \$500,000 to \$800,000
- Assist Executive Director with major donor fundraising, including personally contacting prospective donors
- Take the lead on Foundation research, grant writing, and manage grant deadlines
- Develop and implement direct mail, telemarketing and electronic fundraising programs
- Conduct donor research and prospecting
- Oversee donor and member stewardship
- Coordinate and supervise special events with Executive Director, staff, and Board of Directors
- Analyze donor and donation data to assess the success of development campaigns
- Coordinate with staff to ensure cohesive execution of priority programming and fundraising
- Supervise interns and volunteers to complete development duties
- Manage donor database and ensure that acknowledgements are sent promptly
- Other duties as needed



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**Ideal candidate will possess the following qualities and skills:**

- Strong commitment to reproductive rights and justice
- Minimum three years experience in fundraising, specifically with politically-minded major donors
- Experience in two or more additional areas of development (i.e. direct mail, grantwriting, telemarketing, special events, online fundraising)
- Proficiency in Microsoft Office, experience with fundraising database management required, NGP/VAN preferred
- Exceptional organizational skills, attention to detail and strategic thinking
- Superior work ethic
- Ability to organize, multitask, and work with minimal supervision
- Flexibility in work environment
- Previous experience working in political campaigns and/or non-profit organizations
- Ability to communicate effectively and diplomatically and to build positive relationships with staff, volunteers, board members, and NARAL Pro-Choice Ohio members
- Bachelor's Degree or equivalent experience
- Must have reliable transportation, current auto insurance and valid driver's license

Some evening and weekend hours and periodic travel around the state required. Position is based in our Cleveland, Ohio office. To apply: Please submit a cover letter, resume, three references, salary requirements, and a writing sample to Kellie Copeland at [kellie@prochoiceohio.org](mailto:kellie@prochoiceohio.org) by October 3, 2014. **No calls please.** NARAL Pro-Choice Ohio is an equal opportunity employer and encourages people of color, persons with disabilities, and LGBT individuals to apply.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE A COMPLETE LIST OF ALL RESPONSIBILITIES, DUTIES, OR SKILLS FOR THIS POSITION AND IS SUBJECT TO REVIEW AND CHANGE IN ACCORDANCE WITH THE NEEDS OF THE ORGANIZATION.