

Development Officer

The Gathering Place is a non-profit community-based cancer center located in Cleveland Ohio that supports, educates, and empowers individuals and families coping with the impact of cancer through programs and services provided free of charge.

Position Overview

The Gathering Place seeks a seasoned, results-driven development professional with an exceptional eye for detail to support our fundraising efforts. Reporting directly to the CDO, the Development Officer will play a pivotal role in securing financial support through a diverse range of fundraising initiatives as The Gathering Place continues to grow.

While the CDO focuses on strategic planning, donor engagement, communications, and Board collaboration, the Development Officer will execute many of these strategic goals – taking the lead on fundraising strategies, timelines, and revenue-generation goals.

Responsibilities

- Cultivate and maintain relationships with donors and prospects, renewing annual support and advancing donors toward major gifts.
- Actively engage in all revenue-generating activities, including annual giving campaigns and corporate solicitations.
- Proactively research, identify, and build relationships with previously untapped corporations, organizations and individuals, creating targeted outreach strategies to grow The Gathering Place's donor base.
- Serve as the lead organizer - working in partnership with the event committee - for The Gathering Place's fundraising events.
- Support other fundraising events as a committee member and active participant.

Qualifications

- Genuine drive to build and nurture relationships with supporters.
- Ability to work independently and collaboratively within a dynamic team.
- At least five years of successful, professional fundraising experience.
- Proven ability to design and execute a holistic fundraising plan, including cultivation, solicitation and recognition strategies (planned giving experience is a plus).
- Excellent interpersonal skills to engage new and existing donors, volunteers, and philanthropists.
- Exceptional presentation and storytelling abilities to convey The Gathering Place's mission.

- Outstanding written and verbal communication skills, with meticulous attention to detail, spelling and accuracy.
- Excellent organizational skills with the ability to prioritize multiple projects.
- Valid driver's license and willingness to travel to donor locations and events, including some weekends and evenings.
- Proficiency in Microsoft Office Suite, Raiser's Edge or other CRM platforms.

The successful candidate will be a self-starter with a strong work ethic, excellent written and verbal communication skills, and a polished, professional presence. Public-speaking experience, including presenting to groups of all sizes, is preferred.