



Development Director

Updated 07/01/25

Department: Development

Type: Staff position at Ohio Alleycat Resource & Spay/Neuter Clinic (OAR).

Reports To: Executive Director

Location: Cincinnati, OH (Hybrid)

Salary: \$70,000 - \$80,000

Summary:

The Development Director is responsible for leading and executing the organization's fundraising strategy, donor relations, and revenue generation efforts. This role oversees all aspects of development, including major gifts, grants, corporate sponsorships, events, and annual giving campaigns. The ideal candidate will have a proven track record in nonprofit fundraising, exceptional leadership skills, and the ability to cultivate strong relationships with donors and stakeholders.

Key Responsibilities:

Fundraising & Revenue Generation

- Develop and implement a comprehensive fundraising strategy to meet annual revenue goals.
- Identify, cultivate, and solicit major donors, corporate sponsors, and foundation grants.
- Oversee grant writing and reporting process, ensuring compliance with funder requirements.
- Manage donor stewardship programs to enhance long-term engagement and retention.
- Lead fundraising campaigns, events, and initiatives to diversify funding sources.

Leadership & Strategy

- Collaborate with senior leadership and the Board of Directors to align fundraising efforts with organizational goals.
- Monitor and report on fundraising progress, adjusting strategies as needed.
- Stay informed of philanthropic trends and best practices in nonprofit development.

Donor & Community Relations

- Serves as the primary liaison for key donors, sponsors, and community partners.
- Represent the organization at networking events, conferences, and public engagements.
- Develop compelling fundraising materials, including proposals, impact reports, and presentations.
- Develop and execute a system to appropriately thank donors, track donations, and ensure that donor information is consistently updated.

Operational Management

- Oversee the management and security of the donor database (Bloomerang), ensuring accurate records of donations and effective communication with supporters.
- Ensure compliance with ethical fundraising standards.
- Manage special projects and additional responsibilities as assigned by the Executive Director.

Qualifications & Skills:

Education

- Bachelor's degree in Nonprofit Administration, Business Administration, Communications, or a related field.

Experience

- 5+ years in nonprofit fundraising
- Proven success: Track record of securing major gifts and meeting fundraising targets.

Skills

- Strong interpersonal skills and the ability to build positive relationships with board members, donors, volunteers, and sponsors.
- Exceptional organizational skills, including the ability to set priorities, meet deadlines, and manage workflows efficiently.
- Proficiency in Microsoft Office,, Google Workspace
- Proficiency in Bloomerang is preferred, but not required.
- Comfortable with public speaking, representing OAR at events, and engaging with diverse audiences.
- Excellent written and verbal communication skills, with an ability to craft compelling messaging for a variety of audiences.
- Ability to work independently, take initiative, and contribute to a collaborative team environment.
- Strategic thinking, analytical skills, and ability to motivate teams.

Work Environment

The Development Director operates in a dynamic, collaborative setting, often balancing office-based strategy with external donor engagement. This role requires adaptability, as priorities may shift based on fundraising goals, campaign deadlines, and organizational needs. This position offers a hybrid work model, being primarily office based on site with flexibility for remote work. Regular attendance at meetings, donor events, and community engagements is expected. Working hours are flexible and may include evenings, weekends, and holiday hours to support operational needs. The position works closely with leadership, organization staff, volunteers and community partners on a regular basis. Some local travel may be required to meet donors or attend events. OAR is a fast-paced, dynamic environment that requires high attention to detail and confidentiality. The candidate must be comfortable working with and around cats in both a shelter and clinical setting. Exposure to noise, active animal care environments and emotionally charged situations can be expected.