

May 25, 2021

Title: Director of Advancement and Corporate Engagement

Downtown Cleveland Alliance is seeking a Director of Advancement and Corporate Engagement to plan, manage and implement strategies that increase, diversify, and sustain corporate and philanthropic support for DCA from foundations, businesses, and individuals. In this role, the Director of Advancement and Corporate Engagement identifies and cultivates relationships with sponsors, partners, members, and donors. They are responsible for developing appropriate strategies to meet annual goals, including researching and writing proposals, securing and facilitating presentations and meetings with prospects, engaging executive leadership as appropriate. They assist with publicity and marketing efforts to advance organizational visibility. This position works closely with the CEO, senior staff, and board leadership to implement successful communication and fundraising strategies.

Qualifications

- Excellent interpersonal, oral, and written communication skills.
- Minimum 3 years' experience in fundraising and corporate engagement.
- Experience in grant writing and donor relations.
- Strong business insight
- Action and results oriented, organized, and collaborative
- Positive attitude, strategic and growth mindset, and dedication to city building

Responsibilities

- Creates and executes strategy for a large, sustained base of foundation, corporate, and individual donors, sponsors, and members to advance the Alliance's programmatic goals and priorities
- Works closely with board leadership, CEO, and executive team, to develop and implement a cohesive corporate partnership strategy that includes donors, members, and sponsors
- Develop and execute strategies to increase and diversify philanthropic giving, including networking with board members and funders
- Researches, writes, and tracks proposals and reports for all foundation and corporate fundraising.
- Works with CEO to identify programmatic priorities, fundraising needs and goals, and funding targets.
- Collaborates with executive leadership to develop and implement a strategy to ensure funds, donations and grants meet the budgetary requirements for the organization.
- Coordinates and manages special campaigns, fundraising events, and annual solicitations.
- Cultivates and maintains key long-term relationships with donors, corporate partners, and other prospects.
- Supports in the development and production of DCA's written marketing materials including, but not limited to the annual report, webpages, and event marketing materials.
- Oversees all data entry and management of donor and partner database.
- Tracks and ensures compliance with all deliverables owed to and conditions required of donors and partners
- Monitors and reports regularly on the progress of the advancement program to funders, board of directors, and others as needed.
- Thoroughly learn, understand, and be able to clearly communicate DCA's vision, mission, goals, strategies, key messages, and programs
- Other duties as assigned

Benefits

- Medical, dental, and vision insurance
- Flexible spending account
- 403b retirement match
- Vacation, personal and sick leave

Please submit a cover letter and resume to hr@downtowncleveland.com.

Our Mission:

Downtown Cleveland Alliance's mission is to make Downtown Cleveland the region's most dynamic place to live, work, play and visit.

Our Vision:

To create a vibrant city center by enhancing the pedestrian experience and attracting more investment into Downtown Cleveland through strategic initiatives and advocacy efforts.

EEO Statement:

Downtown Cleveland Alliance is an equal opportunity employer and strongly encourages individuals of all backgrounds and cultures to consider this position. DCA's commitment to inclusivity encompasses but is not limited to diversity in race, nationality, ethnicity, religion, gender, sexual orientation, age, and disability.